



# JOB DESCRIPTION – EMS PREVENTION OFFICER

<b>Job Title</b>	EMS Prevention Officer	<b>Department</b>	Fire
<b>Reports to</b>	Fire Department Coordinator	<b>Salary Level</b>	VIIIA
<b>Classification</b>	Non-Exempt	<b>Revision Date</b>	09.07.22

## I. General Description

This position is responsible for all EMS operations, and City-wide prevention programs.

## II. Reasonable Accommodations

To perform this job successfully, an individual must be able to perform each essential job duty and physical demands satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform their essential duties.

## III. Essential Job Duties

1. Oversee all EMS operations, procurement, billing, training, compliance, and certifications for the Emergency Services Department.
2. Develops and maintains on-going public safety prevention programs.
3. Develops and maintains relationships with community organizations, schools, and tribes to promote prevention and training opportunities.
4. Responds as a driver/medic to fire and medical emergencies during business hours.
5. Completes ambulance billing as directed and maintains accurate records of receipts and receivables. Maintain patient confidentiality in accordance with the Health Information Portability Act.
6. Assist in purchasing including research, bidding, ordering, and receiving of goods and services.
7. Assist with grant process including writing narratives, compiling information, and assembling materials.
8. Develops EMS/prevention budget as directed.
9. Assist with the completion of status and statistical reports for fire and/or EMS including routine reports.
10. Assist with the coordination of fire and EMS training including arranging dates/times, class instructors, class materials, travel and housing arrangements and other duties as directed.
11. Maintain training records for individual members and the department. Maintain an adequate file for training deadlines and expirations.
12. Participate in training and travel as appropriate to the job.
13. Maintain a comprehensive list of all apparatus and equipment owned by the department, including all equipment assigned to members.



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14. Develops a staffing plan for all EMS operations that includes recruitment and retainment.
15. Oversees all medical staff including seasonal workers.

### IV. Knowledge, Skills, and Abilities

#### Knowledge:

This position requires proficiency in the following areas:

1. Working knowledge of computers, word processing and spread sheet software.
2. Must have a valid Alaska Driver's License.

#### Skills and Abilities:

This position must demonstrate the following skills and abilities:

1. Ability to work independently exercising sound judgment and effective working relationships with the public, staff, and volunteers.
2. Ability to perform office and clerical duties.
3. Effective grant writing ability desired but not required.
4. Excellent written and verbal communication skills.
5. Ability to work in a cooperative manner with volunteer members, boards, and supervisors.
6. Ability to maintain good public relations on a personal and professional basis.
7. Maintain the confidentiality of information required during service as a city employee.

### V. Work Environment and Physical Effort

Office environment. This position is in an open area office. The employee may be faced with constant interruptions. While performing the duties of this job, employees will frequently be required to use hands and fingers dexterously to operate office equipment. The employee may have to spend long hours sitting and using office equipment and computers which can cause muscle strain. Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer; strength to lift and carry materials weighing up to 50 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

### VI. Education and/or Experience

#### Education:

1. High school diploma or General Equivalency Degree (GED).

#### Experience:

1. Prior EMS public relations or related field preferred.



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## VII. Certification and Training

1. National Incident Management System (NIMS) compliance training and certification.
2. Must obtain CEVO: Fire and Ambulance certification within two (2) months of hire.
3. Must obtain Emergency Medical Technician (EMT-1) certification within twelve (12) months of hire.

## VIII. Supervisory Responsibility

Medical staff, seasonal workers

## IX. Scope of Employment

Regular, full-time, (40) forty hours per week, non-exempt.

## X. Acknowledgment

I understand the duties of this position as detailed in this job description.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

This job description is accurate and has been reviewed with the above employee.

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

This job description is approved by:

	Initials	Date
Department Head:		
City Manager:		

