

Manager of Emergency Medical Services (EMS) & Non-Emergent Medical Transportation (NEMT)

Bigfork Valley / \$42.66 - \$64.02 / Full-Time

258 Pine Tree Drive, Bigfork, MN, United States

Benefits- Full & Part-time Employees

- Health Insurance: Bigfork Valley offers medical insurance with a Health Savings Account and employer contributions.
- Dental Insurance: Bigfork Valley offers dental coverage through Delta Dental.
- Vision Plan: Bigfork Valley offers vision coverage through VSP Vision Network.
- Healthcare and Dependent Care Flexible Spending Accounts: Bigfork Valley offers both Healthcare FSAs and Dependent Care FSAs to employees.
- Life Insurance and Long-Term Disability: Basic term life insurance and Long-Term Disability are provided to employees at no cost. Supplemental voluntary life is also available for employees and their dependents.
- Retirement: Employees are eligible to contribute to a 457(b) (traditional or Roth), with Bigfork Valley providing a match after one year of employment.
- Employee Assistance Program: Bigfork Valley offers you and your family members free, short-term counseling, referral, and support services.
- Paid Time Off (PTO) to offer a work-life balance.
- Employee Referral Program
- Shift Differential

Benefits- Casual Employees

- Earned Sick and Safe Time
- Employee Assistance Program: Bigfork Valley offers you and your family members free, short-term counseling, referral, and support services.
- Experience Pay Given
- Shift Differential

Job Summary

- Provides leadership for Bigfork Valley EMS and NEMT, including oversight of financial and operational performance. Provides leadership and oversight of licensed primary service areas and develops strong working relationships with associated service providers. Aligns programs and services with Bigfork Valley's mission, vision, and values.
- Provides leadership for organizational strategic planning, growth, and business development.
- Engages with local, state, and regional partners and is the liaison for EMS and NEMT.
- Works with EMS Medical Director to assure active physician participation in clinical services and decisions.
- Designs and implements strategies and initiatives to achieve operational goals and objectives.
- Enhances services resulting in clinical, financial, and operational excellence and growth.
- Establishes a systematic process of assessing, planning, implementing, and evaluating actions when adding or deleting services.
- Oversee the design of system solutions to improve operational efficiency and consistency.
- Maintains current knowledge of employee and labor relations trends, legal decisions, and statutory changes; conducts research to support negotiations and employee relations.

Job Summary *continued*

- Partners with other leadership as needed to establish, plan, and execute strategic initiatives.
- Accountable for setting and meeting budget and productivity targets.
- Manages the budget process, plans revenues and cash flow to ensure financial viability.
- Monitors key financial indicators and addresses variances.
- Participates in the development of long-range plans for capital expenditures and resources based on the business plan, operational needs, and the safety of patients and staff.
- Ensure contracts and contracting processes are up-to-date and in compliance with applicable policies and regulations.
- Keeping rigs and equipment maintained/maintenance schedule.
- Gaining and maintaining service licensure with appropriate action in accordance with regulations.
- Complies with standards and requirements of all accrediting, licensing, and governmental agencies pertaining to the area of operational responsibility.
- Monitors and researches legislative issues that may affect EMS/NEMT and provides relevant information to the Chief Executive Officer.
- Manage employees and hold them accountable for role responsibilities, competencies, individual performance, and goals.
- Supports and partners in implementing workforce, educational, and other programs relevant to the scope and impact of the operation.
- Provides ongoing coaching, assessment, development, training, and education of employees.
- Ensure staffing needs are covered, working open shifts as necessary.
- Responsible for the engagement of employees.
- Other duties as assigned.

About the Position

- Full-Time
- On-Site at Bigfork Valley

Qualifications

REQUIRED:

Experience as a Paramedic, Registered Nurse, Emergency Preparedness, or related field, with current licensure. (BLS, ACLS, and PALS certification)

PREFERRED:

Experience in EMS operations and a leadership role. Certification/license to instruct CPR and EMT courses. Experience with emergency call center technology.

*The hourly wage for this position is \$42.66/hour to \$64.02/hour, with a median wage of \$53.34/hour. It is not typical for an individual to be hired at or near the top of the range for their role. Compensation decisions are dependent on the facts and circumstance of each case and on several factors including relevant work experience, education, certification & licensure, and internal equity. Hourly pay is just one part of the compensation package for employees.