



# GALVESTON COUNTY HEALTH DISTRICT

4C's Clinics, Public Health Programs, Galveston E.M.S.

[www.gchd.org](http://www.gchd.org)

## Position Announcement

<b>DEPARTMENT:</b>	GAAA	<b>POSITION NUMBER:</b>	ADMIN-7
<b>POSITION:</b>	EMS Supervisor	<b>LOCATION:</b>	Galveston
<b>RATE OF PAY:</b>	\$19.35/hour (\$52,322 annual base)	<b>STATUS:</b>	Full-time/Non-Exempt

Under the administrative supervision of the GAAA Director and GAAA Business Director, the Supervisor is responsible for all EMS response and operational requirements on assigned shifts under medical director clinical protocols and all GCHD/GAAA policies and procedures. Responsible for assuring all operational requirements are met, including shift duties, directing staff, assuring all documentation is accounted for and complete for business requirements and billing needs; performing technical medical work dealing with emergency or non-emergency and/or lifesaving treatment of patients who are transported via Advanced Life Support ambulance from the scene of an accident, home or other location to an emergency or non-emergency treatment facility; and supervising the work and/or training of Team Captains, Paramedics, Emergency Medical Technicians and students. Work is usually performed independently under remote supervision of the GAAA Director, GAAA Business Director and/or EMS Medical Director and requires independent critical judgment.

### Essential Job Functions

40% - Carries out supervisory responsibilities in accordance with the organization's policies, GAAA Standard Operating Procedures, and applicable laws. Responsibilities include, but are not limited to, training and coaching employees; planning, assigning, and directing work; preparing and conducting employee performance evaluations; preparing and recommending corrective actions in accordance with District policy; recommending awards for employees; addressing complaints and resolving problems or issues at the lowest possible level; handling employee injuries, exposures, and vehicular accidents in accordance with District policy. Exercises independent judgment in directing emergency operations under significant time pressure to utilize resources in the most efficient and appropriate manner. Reports unusual occurrences to GAAA Director, GAAA Business Director and EMS Medical Director as needed. Ensures all run sheets generated during the supervisor's shift are completed accurately and accounted for in a timely manner. Supervises, receives requests and dispatches non-emergency transports (NET) during night time hours and on holidays when a NET dispatcher is needed. Expected to regularly attend scheduled Supervisor and staff meetings. Operates under the National Incident Management System (NIMS).

40% - Analyzes patient situation and makes appropriate triage decisions and calls for additional resources as required. Provides for patient's safety and attends to emergency or non-emergency conditions before and after patient is moved to the ambulance. Provides for and maintains patient comfort. Assists law enforcements officers and other persons in maintaining the scene and bystanders. Assists qualified personnel in extricating the patient(s). Transmits information via radio to emergency or non-emergency treatment facility regarding patient's illness or injuries, vital signs and other pertinent data. Requests professional advice and/or treatment orders needed to administer to the patient in the effort to stabilize injuries and maintain well being. Operates under standing orders and/or treatment protocols in critical situations as written and authorized by the EMS Medical Director. Provides continuing care, comfort and treatment of the patient while in route to a facility and reports any changes in the patient's condition to the appropriate person(s).

15% - Maintains the vehicle, supplies, and communications equipment in a state of operational readiness, including, but not limited to, cleanliness, functionality, attempting minor repairs and reporting major problems and/or deficiencies. Maintains adequate, legible records and reports.

5% - Performs other related duties as assigned and/or required.

### Knowledge, Skills, and Abilities

**Knowledge** of EMT-Paramedic level pre-hospital emergency medical care; basic rescue techniques; the operation of medical and basic rescue equipment utilized at the EMT-Paramedic level of pre-hospital emergency care; current principles and practices of emergency medical services, patient advocacy, and incident management; use, maintenance, security, and inventory of drugs, supplies, equipment and medical records; local and state requirements pertaining to operation of ambulances and rescue vehicles. **Skill** in providing emergency medical services at the EMT-Paramedic level; all aspects of emergency vehicle response, including working under stressful situations, in receiving and assessing information, then making appropriate decisions for response; performing strenuous work under all weather conditions including emergency situations; map reading and in navigating to call locations under stress and time constraints; driving an emergency vehicle and operation of emergency medical and related equipment; patient advocacy, interagency teamwork, maturity, professionalism and fluid oral/written communications with receiving physicians, nursing staff, and EMS staff. **Ability** to function effectively in emergency situations; quickly assess and make accurate decisions concerning human life; deal with individuals under extreme stress; implement technical skills; perform basic life support skills and procedures at the location of an emergency; accurately document patient treatment and billing information; remember numerous details and quickly recall essential information; identify and meet the needs of the patient, family, and support agencies at the scene of an emergency; read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; interact effectively and professionally with persons from diverse cultural, socioeconomic, education, racial, ethnic and professional backgrounds; work effectively with managers, co-workers, members of the public and professional groups; communicate effectively, clearly, concisely with others (internal and external customers, both verbally and in writing) including conveying care and concern for the patient and family; consistently demonstrate positive/proactive customer service attitude; consistently maintains ethical behaviors exemplary of quality public service and fair standards, inclusively, among all employees and members of the public; work as an effective team member; function independently, exercise sound judgment and initiative; be flexible to shift priorities; maintain confidentiality; establish and maintain effective interpersonal work relationships, work toward goals and

objectives of Strategic Health Plan; follow Health District policies – including adhering to the Health District’s immunization policy and the mission, vision, and Guiding Principles of the Health District; receive constructive feedback; and be available to accept new assignments to meet disaster–related Health District responsibilities.

**Education / Experience**

Required: High school diploma or equivalent.  
Minimum of three years’ full time work experience as a Paramedic.  
Minimum one year experience as a Team Captain with GAAA or one year equivalent experience at another agency.

Preferred: Previous work experience as a supervisor responsible for hiring, evaluating, coaching, mentoring, and disciplining, etc. employees.

**License and/or Certification**

Certification from the Texas Department of State Health Services as an Emergency Medical Technician-Paramedic  
Valid Texas Drivers License  
Current CPR

**Special Requirements**

Protocol Certified by the division’s Medical Director within 30 days  
Successful completion of pre-employment written exam and physical, physical agility, and drug/alcohol test (*if not already employed at the Galveston County Health District*)

**Physical Requirements**

**Unimpaired Mobility:** Must be able to quickly respond to ambulance; access patients in difficult terrain; climb up and down stairs with equipment; work in close and dangerous environments such as damaged vehicles; lift, carry, and balance up to 100 pounds; lift and carry equipment and patients weighing up to 250 pounds with assistance.

**Physical Abilities:** Must be able to perform strenuous physical requirements such as CPR, lifting and moving of equipment and patients in a variety of environmental conditions.

**Fine Motor Skills:** Must be able to perform required medical skills and techniques, such as bandaging, splinting, inserting OPAs and using other airway techniques, and automatic defibrillation.

**Vision:** Must have correctable vision acceptable for day and night operation of emergency vehicles, must have color acuity adequate for determination of skin and blood color, and must be able to read medication dosages on drug labels and syringes.

**Hearing:** Must be able to hear and understand information provided by patients, family or bystanders; must be able to hear breath sounds and accurately determine auscultated blood pressures; must be able to differentiate separate conversations in active, distracting environments; must be able to hear and understand radio traffic when responding with lights and sirens.

**Speech:** Must be able to speak and enunciate clearly and at a level audible to others in loud conditions, must be able to speak clearly in stressful situations, must be able to verbally communicate with patients, families and other emergency personnel.

**Work Environment**

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions, outside weather conditions, extreme cold and heat; blood/body substances. The employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; risk of radiation; and vibration. Worker is subject to physical hazards from traffic and/or patients; possible serious health hazard and infection from exposure to communicable disease. Noise level is moderate.

**FLSA:** Hourly/Non-exempt  
**Revised & Approved:** April 27, 2011

**Deadline**

Applications will be accepted on a continuous basis until this position is filled.  
Equal Opportunity Employer.

**\*\*\*Please indicate in the comments section of your application how many years of paid full time work experience you have as a 1) Team Captain with GAAA (or equivalent experience at another agency) and 2) Supervisor responsible for hiring, evaluating, coaching, and disciplining employees\*\*\***