

EMS EXECUTIVE DIRECTOR

I. Job Summary

This position is primarily responsible for overall function of Western Massachusetts Emergency Medical Services Committee, Inc. (WMEMS) aka Region 1 Council. Contributes to planning and policy development, staffs committees and supports the activities of WMEMS. Provides oversight and leadership to assure that all emergency medical services standards are met within the Region

II. Job Relationships:

Responsible to: WMEMS Board of Directors

Personnel Supervised: All WMEMS employees, subcontractors, and vendors

Interrelationships: Works closely with WMEMS staff and Board of Directors, Directors of Massachusetts Regions 2,3,4 & 5 and the Massachusetts Department of Public Health (MDPH), including Office of Emergency Medical Services, (OEMS) Office of Preparedness & Emergency Management (OPEM) and Administration & Finance (A&F) Also provides support to and/or collaboration with Region 1 EMS and First Responder agencies, Accredited Training Institutions, Hospitals, individual EMTs, municipalities and the general public.

III Essential Functions:

In accordance with the programmatic directives of the Board of Directors, this position is primarily responsible for providing support and technical expertise regarding emergency medical services and related issues to the individuals, institutions, municipalities, hospitals and agencies that constitute EMS Region I of Massachusetts.

Every effort was made to make this job description as complete as possible. However, it in no way states or implies that these are the only duties that will be required to be performed.

Duties and Responsibilities:

1. Acts as the duly authorized representative of WMEMS in all emergency medical services matters
2. Collaborates with members of the Region 1 Council to further the mission of WMEMS
3. Provides guidance for the establishment of EMS policies and procedures in Region 1.

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4. Provides operational oversight of the WMEMS office.
5. Facilitates effective interpersonal communications among those associated with WMEMS
6. Ensures adequate records are maintained and presents periodic reports that reflect the financial and overall activities of the Region 1 Council.
7. Oversees the development, submission and management of the annual budget.
8. Identifies and secures funding for WMEMS.
9. Ensure that any and all funds owed to the Region 1 Council are collected.
10. Represents the Region 1 Council at local, regional, state and national meetings relevant to the mission of WMEMS
11. Communicates with the media as appropriate.
12. Promotes the mission of WMEMS through participation in community and related association activities.
13. Collaborates with the Executive Committee in strategic planning.
14. Establishes annual objectives for projects and programs undertaken by WMEMS.
15. Reviews and assesses the impact of all applicable laws, rules and regulations relative to the WMEMS mission.
16. Facilitates Region 1 EMS system development in the areas of training, communications, research, planning, funding and operations.
17. Supports and oversees the implementation of the scope of services as defined by the Massachusetts Department of Public Health (MDPH), represented by the Office of Emergency Medical Services (OEMS) and the Office of Preparedness and Emergency Management (OPEM), and any other related contract.
18. Maintains the confidentiality of all patient, personnel and financial aspects of the office. Actively limits exposure of office materials to liabilities and risks.

19. Oversees support of the Region 1 Critical Incident Stress Management (CISM) Program. Actively seeks grant support and donor awareness for the Region 1 CISM Program.
20. All responsibilities are essential job functions and the organization reserves the right to modify these duties at any time.

IV Working Conditions

Primarily an inside environment with controlled temperature and occasional travel. On-demand presence at outdoor exercises or real-world events in inclement weather may be necessary.

V Assessment, Knowledge and Skills:

1. Strong verbal, written and interpersonal skills
2. Strong analytical skills
3. Knowledge and/or familiarity of planning, record keeping, data processing and budget
4. Ability to apply critical thinking skills
5. Must be thoroughly familiar with Massachusetts laws and regulations governing Emergency Medical Services
6. Must be familiar with all applicable Local, State and Federal laws regarding Emergency Medical Services
7. Must be familiar with unique characteristics of each Region 1 county's EMS service capabilities, mutual aid system and hospital system
8. Must be familiar with computer operation and maintain competence in appropriate software.
9. Must gain 'overview' familiarity with duties and responsibilities of other WMEMS staff, subcontractors, and vendors to ensure stability in meeting organizational needs.
10. Must have or gain familiarity with EMS educational standards for continuing education.

VI Qualifications

1. Education:

- a. *Required:* Associate's Degree
- b. *Preferred:* Bachelor's or Master's Degree

2. Experience:

- a. *Required:* Minimum FIVE YEARS of documented full-time leadership, supervisory and/or management experience.

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- b. *Required:* Minimum SEVEN YEARS of direct involvement in emergency medical services delivery, including but not limited to the FIVE years referenced above.
- c. *Required:* Experience in working on the development and administration of grants.
- d. *Required:* Experience working in Microsoft platforms and accounting software.
- e. *Preferred:* Minimum FIVE YEARS experience working for or with a Massachusetts EMS Regional Council organization.
- f. *Preferred:* Familiarity of ICISF debriefing models and WMCISM team operations.

3. Licensure/Certification:

- a. *Required:* Current Massachusetts EMT certification or the ability to obtain same within 6 months of hire
- b. *Required:* Valid Driver's License and the ability to be licensed in the Commonwealth of Massachusetts
- c. *Preferred:* Current Massachusetts Advanced EMT or Paramedic certification

Salary range is between \$75,000 and \$85,000 with an attractive benefits package.