



Job Description

Title: Division Chief of Emergency Medical Services

Effective: March 1, 2024

1. Scope and Purpose

- A. Scope:** This job description identifies the minimum job performance requirements for the position of Division Chief of Emergency Medical Services, whose primary duties include the overall management and direction of the EMS Division
- B. Purpose:** The purpose of this job description is to specify the performance requirements for the position of EMS Division Chief.
- C. General:** Job performance requirements will be in accordance with the requirements of:
 - 1. Danville Fire Department Policies and Guidelines
 - 2. **NFPA 1500** (Standard of Fire Department Occupational Health and Safety)
 - 3. State of Indiana EMS Standards

2. Job Summary

- A. Under the direction of the Deputy Chief of Operations, manages the Danville Fire Department EMS Division. Duties include, but are not limited to:
 - 1. Personnel Management
 - 2. Personnel Hiring
 - 3. Coordination with outside agencies and medical direction
 - 4. Maintaining state and local certification levels
 - 5. Department EMS training
 - 6. Overall guidance and direction of the division
- B. To serve the Danville/Center Twp Community through the support of programs designed to reduce the risk of life and property loss for our residents

3. In General

- A. The EMS Division Chief operates under the direction of the Deputy Chief of Operations

4. Essential Functions

- A. EMS Program Management - research/develop and implement best practices for emergency medical response. Conduct response research to ensure we are providing the best service to our community
- B. Coordinate and schedule department wide EMS training, which may include the creation and implementation of new programs, protocol updates, CPR recertification etc.:
- C. Support all EMS providers by ensuring readiness for all emergency responses through training, education, and equipment

- D. Ensure shift operations are being properly run, personnel reviews being completed, and patient care is at or above standard
- E. Coordinates care and interoperability between outside EMS agencies, hospitals, and medical direction
- F. Facilitates the staffing of all ambulances with full and part time personnel.
- G. Completes annual and routine personnel reviews.
- H. Completes necessary employee discipline
- I. Responsible for coordinating EMT school during fire department academies.
- J. Facilitate / Coordinate Continuous Quality Improvement (CQI) & Quality Assurance (CQA) programs to ensure standards are being met and identify any training needs
- K. Responsible for EMS budget to purchase supplies, equipment, training devices and contracts. Monitors budget throughout the year.
- L. Coordinate and conduct the hiring of EMS Professionals to ensure full staffing of shifts
- M. Maintains State EMS vehicle and provider certifications
- N. Maintains provider affiliation requirements with the sponsoring hospital
- O. Maintains provider certification with the State of Indiana
- P. Maintains department Medicaid and Medicare compliance

5. Additional Requirements

- A. Knowledge of current EMS skills, patient care and Hendricks County Protocols.
- B. Knowledge of new / innovative patient care procedures and equipment to improve patient care
- C. Maintain knowledge of Danville Fire Department Rules & Regulations and Standard Operating Guidelines
- D. Ability to manage personnel in emergency and non-emergency settings.
- E. Communicate professionally with EMS personnel and the public
- F. Additional certifications and professional development may be required.
- G. Responds when assigned or requested to emergency incidents
- H. Ability to manage time and complete any additional tasks assigned by the Deputy Chief of Operations or Fire Chief

6. Working Conditions

- A. Most work will be done in an office environment, 40 hours per week. Hours will generally be between the hours of 0600 and 1800 hours as required
- B. Emergency tasks may be performed outside, under stress, and in severe weather conditions for extended periods of time

7. Minimum Qualifications

- A. High school diploma or GED equivalent
- B. Must maintain eligibility as a Medicaid/Medicare provider.
- C. Possess or obtain State of Indiana Primary Instructor
- D. Maintain a valid State of Indiana driver's license
- E. No felony convictions or disqualifying criminal histories
- F. U.S. citizen; must be able to read and write the English language
- G. State of Indiana certified Paramedic

Applicant signature: _____ Date: _____

****Signatures can be digital, or printed and signed for submission along with resume and certifications.****