

Emergency Medical Services Supervisor (Part-Time/Hourly)

Two Open Positions

Office of Emergency Management

Hourly Rate: \$24.96 - \$28.37

The Office of Emergency Management's (OEMs) mission is the protection of lives and property through exacting communications to decision-makers, with the total coordination of resources, on-location and on-time, not only during a crisis but daily. OEM uses the "whole community" approach; meaning collaborative preparedness activities among public and private entities which are data-driven, thereby sustaining a local alliance of partners who offer unique contributions to resiliency.

Job Summary: We are seeking a part-time Emergency Medical Services (EMS) Supervisor to schedule, manage, and supervise the hourly EMS staff and paramedics who provide medical care at contracted community events; responsible for approximately 40 direct reports. This position will also provide on-site coordination and supervision of the EMS operations at Fiserv Forum events. This will be an hourly PT (20-30 hours per week) position, depending on events which are occurring. Expected availability for this position will be days, evenings, and occasional nights.

Position Duties:

1. Meet with contracted community special event operations staff to address staffing needs and develop the EMS operational plan for these events. Provide on scene coordination and supervision of EMS services during special events as required following the Incident Command Structure (ICS).
2. Schedule and manage required staffing at special events.
3. Review 100% of patient care records/charts in accordance with the Quality Assurance review workflow. Report any issues through the CQIP process.
4. Manage medical supplies for contracted community events. Submit orders in a timely manner.
5. Actively attend and participate in leadership meetings as well as conduct meetings to keep crews well informed.
6. Participate in situational projects based on the needs of the office.
7. Perform all other duties as assigned.

Minimum Required Qualifications

- Resident of the United States of America
- Valid driver's license; which must be maintained throughout employment
- High School Diploma or GED equivalent is required
- At least four (4) years of experience working in Paramedicine and/or Emergency Medical Services role
- At least three (3) years of experience supervising/managing in a Paramedicine and/or Emergency Medical Services role (precept time will count as part of experience)
- State of Wisconsin EMT/Paramedic certification REQUIRED at time of application
- CPR, ACLS, and PALS certifications REQUIRED at time of application
- Experienced in the use of emergency medical equipment (e.g. Cardiac Monitor Defibrillator, radios)
- Proficient in Microsoft Office Suite software, scheduling, and creating/revising Standard Operating Procedure (SOPs) documents
- Able to lift/carry/push/pull up to 50 pounds on a regular basis

Additional Preferred Qualification:

- ICS 100, 200, 700 and 800 certifications are required within 6 months of start date
- National Paramedic Registry (NREMT) within one (1) year of hire date is required
- Understanding of incident command structure, emergency medical dispatch, and exposure to specialized areas of EMS (critical care, tactical, and community paramedic)
- Ability to act as a leader and make informed/anticipated independent decisions quickly

Knowledge, Skills and Abilities: Knowledge of basic Emergency Medical terminology; knowledge of common Emergency medical services forms and reports; skilled at analysis/reasoning, communication/interpretation, math/mental computation, reading, sustained mental activity (i.e. auditing, problem solving, composing reports). Ability to maintain sensitive or confidential information, explain and gather information, answer queries, or aid internal and/or external contacts. Ability to persuade, conform or recommend course of action with internal and/or external contacts. Ability to perform with a high degree of authority in securing understanding and cooperation with internal and/or external contacts. Ability to read, write and comprehend simple instructions, reports, short correspondence and memos, speak effectively before both internal and/or external group.

THE ORIGINAL APPLICATION is open to permanent residents of the United States. Appointee must establish residency in the State of Wisconsin within six months of start date and maintain such residency during employment. *An online application may be filed at <https://bit.ly/2U7do5u>*

APPLICANTS MUST POSSESS MINIMUM QUALIFICATIONS AT TIME OF FILING APPLICATION. *Candidates will be asked to submit a full account of their training and experience and may be asked to take a written or performance test as part of the selection process.*

Milwaukee County provides a competitive benefits package. We are proud to be an EEO/AA employer M/F/D/V. We maintain a drug-free workplace and perform pre-employment substance abuse testing.

PG25M (4800 OEM) M. Otero