

## Job Posting:

# Paramedic Supervisor



## Expert Care in a Heartbeat

Full Time Salaried Position (Exempt)  
Health, Dental, Vision and Retirement Benefits  
Vacation Time  
Competitive Compensation

The purpose of the Supervisor is to guide and coordinate the daily field operations of the company. Through personal and professional leadership abilities, the Supervisor conveys to the employee, the Mission, goals, image and philosophy of the company. The Supervisor also functions and fulfills the duties and responsibilities of a paramedic.

**CALL**

920-967-6068

**EMAIL**

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Contact Person: Nick Romenesko, Systems Director

Application Deadline: March 15, 2019

Apply: <https://www.goldcross.org/work-at-gold-cross/>

**Gold Cross Ambulance Service, Inc.**  
**Accreditation Standards 106-01.01**  
**Job Descriptions**

**Job Title: SUPERVISOR**

**Pay Classification:** Salary (exempt)

**Position Purpose:** The purpose of the Supervisor is to oversee and coordinate the daily operations of the company. Through personal and professional leadership abilities, the Supervisor conveys to the employee, the Mission, goals, image and philosophy of the company. The Supervisor also functions and fulfills the duties and responsibilities of a paramedic or dispatcher when deemed necessary.

**Duties and Responsibilities:**

1. Crew Supervision

- Make sure stations, ambulances, vehicles & equipment is well maintained
- Monitor and enforce company policy and procedure standards.
- Relay communication from upper management to field staff
- Review and discuss any organizational changes
- Distributes and files company documents and correspondences as necessary.
- Ensures and provides direction and supervision to the employees during their shifts.
- Assures that all patient reports and billing information are completed on a daily basis.
- Has disciplinary privileges (in accordance with policy and procedure manual), including the issuance of verbal and written reprimands up to 24 hours off.

2. Build Relationships

- Field staff (Full and Part-time)
- Positional equivalent at other public safety/healthcare organizations
- Coaches, mentors and disciplines employees accordingly and when necessary.

3. Administrative

- Full and Part-time annual field staff reviews
- Ensure and maintain the daily scheduling needs of the shift.
- Disciplinary action and Just Culture investigations as needed
- Attends and participates in Operations meetings
- Assists management in establishing and attaining company goals and objectives.
- Assists in monitoring the overall performance of the company recommending change as deemed necessary.
- Assist in the coordination of special projects (i.e. Active Shooter, EMR group liaison, insurance signature monitoring, etc.)

## Duties and Responsibilities (cont.'d)

### 4. Field Operations

- Assures adequate supplies and functional equipment in all vehicles
- Monitors vehicle/crew deployment and gives prompt direction to facilitate operation problem solving while effectively using available resources.
- Provides direct supervision as needed in the event of a major incident, request of a crew or special operation.
- Reports to appropriate county's EOC during a disaster.
- Assists and supports management by performing and completing daily assignments and tasks as directed.
- Fulfills the role of a field training officer (FTO) and/or student preceptor.
- Fulfills the role of a paramedic while assigned to an ambulance or designated event.

### Qualifications: .

- Three years experience as a primary care field paramedic.
- Experience and/or education in management structure preferred.
- Possess leadership and motivational skills.
- Excellent written/verbal communication skills.
- Extensive understanding of company policy and procedure manual.
- Extensive understanding of company standard operating procedures
- Broad knowledge of vehicles and ambulance equipment.
- Broad knowledge of dispatch as it pertains to vehicle deployment.
- Broad knowledge of dispatch procedures.
- Comprehensive computer skills to include proficiency with Microsoft Excel, Word, Powerpoint and Outlook.

**Supervision:** This position reports directly to the Systems Director.

**Contacts:** Is in contact with the general public, fellow company workers, physicians and an assortment of emergency medical services personnel.

**Working Conditions:** Works in an office environment, dispatch control center and in a fully equipped ALS ambulance.