



EAST BAY AMBULANCE

110 High Lake Road
Traverse City, MI 49686

(231) 947-0299
(231) 947-0602 fax

Employment Posting: Full Time Ambulance Director

Visit eastbaytwp.org for details and application, deadline Thursday, 11/8/2018 @ 5 p.m.

Synopsis of Employment Listing for Full Time Ambulance Director

The Organization:

East Bay Ambulance – *An Equal Opportunity Employer* – is conveniently located southeast of Traverse City, and offers a work atmosphere which values integrity, proficiency, hard work and a friendly atmosphere. The EMS offices are within Grand Traverse Metro Station 9, located at 110 High Lake Road. East Bay Ambulance serves the residents of East Bay Township with pride and clinical excellence, producing quality outcomes. East Bay Ambulance is currently a BLS emergency medical service provider which will be implementing equipment and staffing in 2019 for ALS certification. The organizational framework will be a full time director leading 2 (BLS service) to 3 (ALS service) full-time emergency medical care providers supplemented by certified part-time staff.

The Position:

East Bay Ambulance is accepting applications for a full-time Ambulance Director. The most desirable applicants will have paramedic certification with more than three years of experience, and management/leadership training and experience. A state licensed instructor coordinator is not required but will be a preferred credential in a candidate. The successful candidate will have all current and up to date AHA Guideline Certifications of ACLS, PALS, & BLS with no violations against paramedic license and a level of function to practice paramedicine by the Northwest Regional Medical Control Authority or the ability to obtain that qualification prior to East Bay Ambulance transitioning to ALS. This position will be 40 hours per week, with a varied shift schedule or 12, 16, or 24 hour shifts, including a regular rotation of weekends and holidays. The position includes a competitive benefits package including group insurance (health, dental, vision, life, and disability), paid-time off, and 457 Defined Contribution Plan.



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Position: Ambulance Administrator/Director
Full Time (40 hours/week)
Shifts are 12, 16, or 24 hours

Location: East Bay Charter Township

Salary: Commensurate with Experience
Benefit Package Included

Application: www.eastbaytp.org

Application Deadline: November 8, 2018, 5 pm

Start Date: upon mutual agreement

BROAD STATEMENT OF RESPONSIBILITIES

Main responsibility is EMS emergency response. Medical Director will act as responsible person for ambulance service. Knowledge of all ambulance operations and basic rescue equipment/vehicles is a must. Knowledge and experience working with word processing and data entry is required. Basic maintenance of ambulances and all related equipment and training on such equipment is also required.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Respond to all emergency and non-emergent ambulance calls
- Knowledge of basic ambulance vehicle maintenance
- Assist in performing or delegating basic ambulance vehicle maintenance
- Assist in maintaining records and files on all vehicle and equipment maintenance
- Knowledge of all ambulance equipment (portable equipment included)
- Assist in performing or delegating ambulance equipment maintenance
- Scheduling/conducting/maintaining all records and files of monthly State/Medical Control mandated continuing education for all license levels
- Scheduling shifts as needed
- Updating 9A members monthly on all EMS current issues
- Basic knowledge of insurance and ambulance billing
- Will be an ex-officio member of all ambulance committees

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- High School Diploma
- Must possess at all times, a current Michigan EMT license or higher and all Northwest Regional Medical Control Authority required programs and certifications
- Must have minimum proficiency on all ambulance and related equipment.
- Knowledge and experience in working with word processing/data entry
- Ability to work with minimum supervision and be a self-starter
- Scheduling flexibility with other staff
- Strong communication and interpersonal skills to interact effectively with the public and other agencies/co-workers
- Although not required, Basic Fire and Rescue ground scene operations/equipment knowledge is preferred
- Adhere to all Policies and Procedures as printed in the *EAST BAY CHARTER TOWNSHIP EMPLOYMENT MANUAL*.

Please send completed applications to bfriend@eastbaytp.org with the subject line, "Ambulance Application for Employment" or return them to the township hall at 1965 N. Three Mile Road.

An Equal Opportunity Employer

All persons shall have equal employment opportunities with East Bay Charter Township regardless of race, color, religion, sex, marital status, or national origin.



APPLICATION FOR EMPLOYMENT

This Township is an equal opportunity employer and will not discriminate against any applicant on the basis of any characteristic that is protected by state or federal law. Michigan law requires that a person with a disability or handicap requiring accommodation to perform the essential duties of the job must notify the employer in writing within 182 days of the date that the need is known or should have been known. Federal law has no such requirement.

Application deadline is Thursday, November 8, 2018 by 5 pm.

Applications must be received either by:

1. Email Beth Friend, Township Supervisor, at bfriend@eastbaytwp.org with the subject line, "Ambulance Application for Employment"
2. In a sealed envelope addressed and mailed or dropped off to:
East Bay Charter Township
Attention: Beth Friend, Township Supervisor
1965 N. Three Mile Road
Traverse City, MI 49696

Position Applied For: _____

Date of Application: _____

Date You Can Start: _____

(Please note that this application will only remain active for 3 months after which the applicant would need to re-apply.)

Name: _____

(Last, First, Middle)

Social Security Number: _____ (to be provided by successful applicant)

Present Address: _____

Telephone Number: _____

(Home/Work/Cell – circle one)

Are you 18 years or older? Yes _____ No _____

Do you have a valid Michigan motor vehicle license? Yes _____ No _____

Are there any hours or days of the week you cannot work?

If so when?

Salary Desired _____ Type of Employment: Full Time _____ Part Time _____

EDUCATION:

	Name and Address of School	No. of Years Attended	Did you Graduate?	Subject/Major
Elementary School				
High School				
College				
Specialized Training				

Are you employed now?

May we contact your present employer?

Have you ever applied to EMS-9A before? Yes _____ No _____

If so, under what name and when? _____

Do you have US Military experience? _____

Branch: _____ Rank: _____

Date Entered: _____

Date Discharged: _____ Honorably? Yes _____ No _____

Are you lawfully entitled to be employed in the United States?

Yes _____ No _____

Have you ever been convicted of a crime except a minor traffic violation?

Yes _____ No _____

(The response to this question will be considered in the context of its job-relatedness only)

If so, please state citation, date and place where offense occurred:

Please provide any additional information such as special skills, training, management experience, equipment operation or qualifications you feel will be helpful to us in considering your application.

REFERENCES:

Three individuals not related to you, whom you have known at least for one year:

1. _____

(Name, Address and Telephone, Relationship, Years Acquainted)

2. _____

(Name, Address and Telephone, Relationship, Years Acquainted)

3. _____

(Name, Address and Telephone, Relationship, Years Acquainted)

EMERGENCY CONTACT:

(Name, Address, City, State/Zip, Telephone Number)

CURRENT AND MOST RECENT EMPLOYERS: (Most recent one first)

Date Month/year	Name, Address and Telephone No. of Employer	Salary: Starting/Ending	Last Position Held/Responsibilities	Reason for Leaving
From: To:				
From: To:				
From: To:				

May we contact the Employers listed? Yes _____ No _____

If not, which one(s)?

Please read the following statement carefully before signing to indicate your understanding:

I understand that prior to being offered employment; I may be requested to take an employment examination. In the event that I have a disability that will affect my ability to take the test, I will so inform the Township prior to the administration of the test so that a reasonable accommodation can be made. The Township reserves the right to require medical documentation regarding the need for accommodation.

I certify that the facts contained in the application are true and complete to the best of my knowledge and understand that if employed, falsified statements or omitted information on this application may result in termination.

I understand and agree that if hired, my employment is for no definite period and may regardless of the date of payment of my wages and salary, be terminated with or without cause, at any time, with or without notice.

I authorize investigation of all statements contained in the application for any employment-related purposes. I release the listed references and all employers, except those specifically stated*, to provide you with any and all applicable information they may have. I hereby release these references and former employers from all liability for any information they may give to you.

(Signature)

(Date)

*Employers specifically stated:

For Employer Use Only	
Interviewed By: _____	Date: _____
Hired: Yes _____ No _____	
Starting Date: _____	Position: _____
Wage: _____	
Additional Comments: _____	
