

Job Details			
Job Title:	Director of Outreach and Logistics		
Job Number:	SJIEMS	Supervisor:	Chief Administrator of San Juan Island EMS
Date Posted:		FTE:	1.0
Job Location:	Friday Harbor, WA	Department:	San Juan Island EMS
Wage:	\$90,000-\$105,000, Salaried, Exempt from FLSA, At-Will	Benefits:	PEBB Medical, Dental, Life and Disability Insurance PTO LEOFF 2 Retirement through DRS The Rec Gym Membership
Management Position:	Yes	Number of Direct Reports:	AHA Instructors. Staff EMTs indirectly report to this position for their logistics duties.
Description			
Job Definition	<p>The Director of Outreach and Logistics / Captain is a key leadership position responsible for the oversight, deployment, maintenance, and tracking of all operational assets, communications tools, responder equipment, and administrative support systems.</p> <p>The Director of Outreach and Logistics / Captain operates the American Heart Association (AHA) Training Center under the direction of the Assistant Chief of Training and Operations by ensuring compliance with AHA guidelines, scheduling and teaching AHA courses as necessary, and coordinating resource availability for certification courses and instructors.</p> <p>The Director of Outreach and Logistics / Captain plays key roles as backfill and on-call EMT and is responsible for provision and supervision of pre-hospital Basic Life Support (BLS) responses to 911 calls across the San Juan Islands, within and occasionally outside the district. EMTs are the first line medical supervision of BLS incidents and are responsible for proper establishment of ICS, if necessary, and assigning tasks and duties to other responders on a complex emergency scene. The Director will serve as a Captain, providing leadership in the field under ICS.</p> <p>EMTs respond to a variety of medical emergencies and must have a broad knowledge and understanding of medical protocols and procedures. San Juan Island is considered rural, which occasionally limits immediate access to hospital care. EMTs applying for this position should have the</p>		

	experience and knowledge to properly treat a patient until a higher level of care is available.
Job Duties	<p><b>Deployment, maintenance, and tracking of assets, including:</b></p> <ul style="list-style-type: none"> <li>• Tablets and IT equipment</li> <li>• Pagers, radios, and communications equipment</li> <li>• Responder equipment</li> <li>• Equipment log for personnel</li> <li>• Ambulance and marine equipment</li> <li>• All inventory and asset management</li> <li>• Manage agency phones and contacts</li> <li>• Facility, office, and operational supplies</li> <li>• Quartermaster for all uniform purchasing</li> <li>• Agency ferry passes, gas cards, and usage tracking</li> </ul> <p><b>Administration and Office Support:</b></p> <ul style="list-style-type: none"> <li>• Maintain wall display for responder pictures and mailbox areas</li> <li>• Manage office equipment</li> <li>• Manage accounts and permissions for software -- ESO, Aladtec, Spillman, iSpy, Epic, Handtevy, etc.</li> <li>• Apple air tag tracking for key movable equipment</li> <li>• Assign and oversee chores as needed</li> <li>• Attend labor-management meetings and assist with planning for collective bargaining</li> </ul> <p><b>Outreach Education and Events:</b></p> <ul style="list-style-type: none"> <li>• Outreach event scheduling, organizing, and execution</li> <li>• Teach AHA CPR/FA, SOLO Wilderness Medicine, Safe Sitter</li> <li>• Manage agency car seats and bike helmets program</li> <li>• Coordinate address sign post program</li> </ul> <p><b>General EMT Duties:</b></p> <ul style="list-style-type: none"> <li>• Will need to be on call 2 weeks a month as backup for high acuity calls and concurrent calls</li> <li>• Operates within the Incident Command System on emergency calls</li> <li>• Conducts emergency operations safely in accordance with agency policies and procedures</li> <li>• Supervises, mentors, coaches, and teaches EMTs and community members</li> <li>• Represents mission and values in all activities</li> <li>• Participates in continuing medical education courses and maintain EMT recertification criteria</li> <li>• Performs high quality BLS care in accordance with MPD protocols.</li> <li>• Collaborates and cooperates with county partners, such as medical facilities, air service providers, Fire Districts, Sheriff's Office, Emergency Management, Ferry Service, Parks Services</li> <li>• Possesses in depth knowledge and comply with all San Juan Island EMS Policies and Procedures</li> <li>• Attends 75% of all required agency staff meetings</li> </ul>

	<ul style="list-style-type: none"> <li>• Operates light duty emergency vehicles, including sedans and ambulances, in emergency conditions</li> <li>• Completes written and electronic reports and forms</li> <li>• Ensures confidentiality of patient protected healthcare information, agency systems accesses and processes, and staff professional development</li> <li>• Participates in physical fitness activities to maintain physical readiness and health and wellness</li> <li>• Problem solves with sound judgement, creativity and flexibility in complex incidents</li> <li>• Possesses and maintains professionalism, rapport, composure, tact, and control during periods of high stress</li> <li>• Ensures deadlines and program management deliverables are met</li> <li>• Maintains operational and administrative readiness and cleanliness of all assigned resources during assigned shift</li> <li>• Coordinate various logistics roles assigned to staff as outlined under appendix A</li> <li>• Other duties as assigned</li> </ul>
Working Environment	<p>Incumbent is exposed to all manner of environmental conditions including inclement weather, extreme temperatures, dust, noise, and all other conditions as required in the performance of the essential functions. Incumbent may also be exposed to hazards such as bloodborne and airborne pathogens, fumes, chemicals, glass, metal, and other hazards as required in performance of essential functions. Requires the operation of various equipment, tools, apparatus, and vehicles as needed. Requires the ability and willingness to work in both open and confined workspaces. May require working long hours and for extended periods of time between and including interrupted meals, breaks, rest, and sleep in some emergency situations; and call back to work during periods of increased call volume, mass casualty incidents, or disasters. There is no residency requirement. However, boat or air transportation will be necessary to report to work at no expense to the employer.</p> <p>Performs the physical tasks required for the essential functions of the job which include, but are not limited to, regular walking, sitting, and standing; the ability to intermittently lift, carry, push, and/or pull 500 lbs. rarely, 200 lbs. occasionally, 100 lbs. frequently, and 50 lbs. regularly. In addition, the need to occasionally climb ladders and stairs, crawl, bend, stretch, twist, run, balance, crouch, stoop, turn, pivot, and otherwise be mobile; and all other physical activities as required in the performance of the essential functions. Ability and willingness to work in both open and confined workspaces as well as in adverse environmental conditions for extended periods of time with little or no rest.</p>

Qualifications	
Minimum Experience Requirements	<ul style="list-style-type: none"> <li>• Possess WA State EMT with 3 years of experience</li> <li>• Possess current AHA Basic Life Support (BLS) Provider</li> <li>• Possess a Washington State Driver License in good standing in accordance with SJIEMS Policies and Procedures</li> <li>• Complete agency approved driver training and maintain proficiency in operation of emergency vehicles within one month of hire</li> <li>• Pass a drug screen, background check, medical exam, and physical ability test</li> <li>• Work well with others in a variety of settings</li> <li>• Possess a knowledge of emergency medical services principles and techniques</li> <li>• Possess a knowledge of laws, regulations, and ordinances pertaining to emergency medical services</li> <li>• Demonstrate a comprehensive knowledge of local medical protocols</li> <li>• Obtain or provide documentation of required immunizations and vaccinations recommended for healthcare providers</li> <li>• Do not possess any felony convictions restricting the maintenance of a healthcare provider credential</li> <li>• ICS 100, 200, 700</li> </ul> <p>Upon hire or within 18 months, the candidate must complete the following (agency will fund and provide opportunity for this credentialing):</p> <ul style="list-style-type: none"> <li>• Complete Hazardous Materials Awareness (HMA)</li> <li>• Complete Field Training and Evaluation Program, pass Medical Program Director protocols exam and field clearance</li> <li>• Wilderness EMT instructor (SOLO)</li> <li>• AHA BLS/HS Instructor</li> <li>• ICS 300</li> <li>• AHA Safe Sitter Instructor</li> <li>• Field Training Officer (FTO)</li> <li>• EMS Officer 1 or Fire Officer 1</li> <li>• USCG Boat Captain or Boater Safety</li> <li>• Car seat and bike helmet credentials</li> <li>• WA State EMS Evaluator (ESE)</li> </ul> <p>Upon hire or within 24 months, the candidate will complete the following (agency will fund and provide opportunity for this credentialing):</p> <ul style="list-style-type: none"> <li>• Senior EMS Evaluator (SEI)</li> <li>• Qualify to train instructors under AHA</li> </ul>

JOB DESCRIPTION: SAN JUAN COUNTY PUBLIC HOSPITAL DISTRICT NO. 1

Preferred Experience	<ul style="list-style-type: none"> <li>• AHA Pediatric Emergency Assessment Respiratory (PEARS) Provider or equivalent (EPC, PEPP)</li> <li>• NAEMT Prehospital Life Support (PHTLS) Provider or Tactical Emergency Casualty Care (TECC)</li> <li>• Emergency Vehicle Operator (EVOC, EVIP, CEVO, EVOS, EVDT)</li> <li>• American Heart Association, NAEMT, and/or WA State DOH EMS Evaluator</li> <li>• Rescue experience and credentialing</li> <li>• Rural EMS experience</li> <li>• Literate in Spanish</li> <li>• Associates degree, bachelor's degree, and/or master's degree</li> </ul>
Education and Certifications	<ul style="list-style-type: none"> <li>• Must be a Washington state EMT with at least 3 years experience</li> </ul>
<p><b>Equal Labor Laws</b></p> <p>San Juan County Public Hospital District No. 1 is an equal employer under U.S. federal law. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. All applications are screened with the aforementioned information removed to ensure that applications are reviewed equally and fairly. Women, veterans, and minorities are encouraged to apply for this position.</p> <p>The Rehabilitation Act protects qualified individuals from discrimination based on disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. San Juan County Public Hospital District No. 1 will make reasonable accommodations for any hired employee.</p>	

## **Appendix A**

### **Logistics / Program Management Roles**

#### **General Logistics Duties.**

Each paramedic or EMT will carry general logistics responsibilities in addition to response duties and ONE logistics role (see next section).

Each paramedic or EMT will work general logistics responsibilities:

- Cleaning, general housekeeping throughout the station, and grounds maintenance
- Seasonal mowing of the lawn on the specified day of the week
- Specific projects and other duties as assigned, such as, but not limited to:
  - Safety committee
  - Driving instructors
  - Other projects as assigned

#### **Logistics Roles.**

Continuous Quality Improvement; Policy/Procedure & Protocol Development

- Work with Medical Program Director and other assigned personnel on Quality Assurance and Quality Improvement
- Work with management and the Medical Program Director to develop recommendations for policy, procedures, and protocol development for San Juan Island EMS (but not districtwide Policies and Procedures)
- Assists in the development, monitoring and presentation of internal quality measures and initiatives.
- Coordinating tracking and reporting of clinical outcomes, and follow-up of corrective action plans
- Responsible for developing methods for data collection and extracts data as required, from Navigator (Data System).
- Ensures compliance agency-wide with all federal laws and governing agencies

### Supply Officer

- Order medical supplies as needed, keep items in stock, coordinate with Paramedics regarding medications and controlled substances
- Coordinate with Paramedics, Chief, and Medical Program Director regarding current usage of medications and anticipated updates
- Supervise and coordinate restocking, outdates, and inventories as needed
- Ensure adequate PPE and protective gear

### Inventory Management

- Maintain and track/inventory supplies and all assets per the District's Policies and Procedures
- Track the deployment of equipment to personnel
- Implementing an inventory tracking system for optimized inventory control procedures
- Document daily shipments and deliveries to replenish inventory
- Create reports for stock levels of key supplies as necessary
- Train other staff in proper asset management procedure

### Biomedical Equipment

- Ensure proper operation of all medical equipment
- Review and track software and account information as needed for equipment (e.g. Butterfly access for Ultrasounds)
- Track user manuals and technical specifications for equipment
- Ensure service is performed on medical equipment as needed
- Serve as the agency's expert on medical equipment generally to staff and management
- Ensure all AEDs are maintained and functional, and deployment logged by inventory management responder

### Fleet Management

- Supervise and facilitate the regular upkeep and tracking of fleet maintenance
- Coordinate repairs and service, working with the fleet manager and delegating follow up to others as needed
- Track and maintain maintenance records and reports
- Track work orders pertaining to fleet maintenance including documentation of work in progress and completion.
- Ensure seasonal readiness of all vehicles for snow, heat, etc., and train staff on the use of chains and other seasonal specific equipment relating to ambulances
- Coordinate putting new rigs into service and coordinate familiarization and training for personnel
- Manage all keys and ensure they are accounted for
- Wash and refuel vehicles where possible
- Ensure maintenance of charging stations for vehicles
- Provide regular reports to the department head and fleet manager on all fleet issues

### Facilities

- Supervise and Coordinate general upkeep and repairs of building and grounds
- Coordinate timely upkeep of facilities including but not limited to air filters, sewage pump, lighting, water, bathroom fixtures, roof, etc.
- Perform or delegate general repairs to keep building in presentable, functioning state.
- Schedule snow removal for facilities as needed
- Ensure that compressor, boiler, generator, oxygen fill or transfer stations, and other facility specific equipment is well maintained and functioning appropriately.
- Maintain a list of contractors to address emergency maintenance needs
- Keep track of work orders pertaining to building maintenance including documentation of work in progress and completion, and provide regular reports to the department head on all facility issues
- Ensure comfort and functionality of living quarters (e.g. beds, TVs, lockers, mattresses, etc.), submitting requests for new equipment for approval to the department head and then forwarding to supply for ordering

### Communications and Radios

- Maintain and update radio equipment as needed
- Work with county, CODAN representatives, and others as needed to ensure the proper functioning of all radio and communications equipment – fleet, personnel, and station.
- Prepare new radio equipment for use, including programming or coordinating a contractor to program and deploy new radio equipment.
- Recommend needed equipment
- Develop and maintain code plugs and updates for pagers and all radio equipment (working with Fire Fleet Maintenance and the Assistant Chief as needed)
- Ensure that Computer Aided Dispatch is working properly
- Ensure that phone apps such as iSpy Fire and eDispatches are functional as appropriate

### Marine / Off Island

- Work with the training officer and safety officer to develop and maintain a marine response program that ensures operator safety, and ensures transport options for patients in collaboration with Agency leadership and key partners
- Ensure that equipment deployed on the vessels used for response is well maintained and current
- Submit requests for new marine equipment (e.g. outdoor weather gear) to department head for approval and forwarding to the supply officer
- Coordinate the marine support auxiliary and ensure all auxiliary members are up to date and able to respond

### Disaster Preparedness / All Hazard Interoperability

- Work with facilities to maintain a list of contractors to address emergency maintenance needs



- Reviews and analyzes existing emergency preparedness and evacuation plans; makes recommendations for modifications to improve safety, efficiency, and effectiveness the plans.
- Identifies various potential hazards and risks that may arise in the event of an emergency; develops plans to mitigate or manage those risks.
- Plans, coordinates, and facilitates safety and evacuation meetings and drills as required.
- Develops, distributes, and maintains emergency communication protocols and documentation, which may include emergency contact trees, emergency response hierarchy, and other records.
- Ensures that relevant policies and procedures are current and in compliance with applicable regulatory requirements.
- Drafts emergency preparedness plan(s) for facility, ensuring OSHA and EPA requirements, national and local fire protection codes, and industry requirements are addressed and implemented. When applicable, submits plans to appropriate regulatory agencies in a timely manner.
- Monitors and assesses work environment for situations requiring activation of emergency procedures.
- Directs emergency efforts, collaborating with facility manager regarding partial or complete evacuations and evacuating employees as needed or in the absence of facility manager.
- Reviews emergency preparedness plans with employees and supervisors; provides updates when employee responsibilities or assigned actions change.
- Regularly inspects evacuation paths, ensuring exits and exit access are clear and free of obstructions.
- Oversees the operational and financial aspects of emergency preparedness and disaster management.
- Oversees publication of chemical data profiles