

JIM HOLMES  
JPA BOARD CHAIRPERSON



SIERRA – SACRAMENTO VALLEY  
EMERGENCY MEDICAL SERVICES AGENCY

JOHN POLAND, PARAMEDIC  
INTERIM REGIONAL EXECUTIVE  
DIRECTOR

535 MENLO DRIVE, SUITE A  
ROCKLIN, CA 95765

TROY M. FALCK, MD, FACEP, FAAEM  
MEDICAL DIRECTOR

WWW.SSVEMS.COM

PHONE: (916) 625-1702  
FAX: (916) 625-1720

SERVING BUTTE, COLUSA, GLENN, NEVADA, PLACER, SHASTA, SISKIYOU, SUTTER, TEHAMA & YUBA COUNTIES

## Sierra – Sacramento Valley EMS Agency Job Posting

<b>Position</b>	EMS Specialist – Quality Management
<b>Salary Range</b>	\$34.96 - \$42.49/hour (\$72,717 - \$88,388/year)
<b>FLSA Status</b>	Non-Exempt
<b>Job Status</b>	Regular Full-Time (40 hours/week)
<b>Job Description</b>	See Attached Job Description
<b>Final Filing Date</b>	August 26, 2022 (Friday)
<b>To Apply</b>	Submit a current resume to: Sierra – Sacramento Valley EMS Agency 535 Menlo Drive, Suite A Rocklin, CA 95765 Or by email to: <a href="mailto:Michelle.Moss@ssvems.com">Michelle.Moss@ssvems.com</a>
<b>Additional Information</b>	Resumes will be evaluated to determine applicant's best meeting the Agency's needs. Successful candidates will be scheduled to complete an oral interview.  For more information, contact <b>(916) 625-1702</b> .



# S-SV EMS Agency Job Description

## EMS Specialist – Quality Management



### POSITION DETAILS

**Work Schedule:** Monday – Friday, 7:00 am – 4:30 pm (Normally)

**FLSA Status:** Non-Exempt

**Job Status:** Regular Full-Time

**Compensation Type:** Hourly Rate

**Travel:** Moderate

**Reports To:** Deputy Director – Specialty Programs/Clinical Quality Management

**Positions Supervised:** None

### Minimum Qualifications

- Current/valid California Class C Driver's License.
- Associate degree or equivalent education/experience in EMS or related field.
- Current California paramedic or RN license, with a minimum three (3) years EMS experience.
- Training or experience in EMS QA/QI matters, EMS data systems and data analysis.

### Other Requirements & Notices

- May require occasional travel, with mileage reimbursed.
- May require occasional overtime hours, calculated at 1½ hours CTO for every hour accrued.
- Requires some lifting of up to 20 lbs., bending, stooping and computer work.
- S-SV EMS is a CalPERS employer, participation in CalPERS retirement is mandatory.
- Fringe benefits include health, dental, vision, two (2) weeks' vacation the first three (3) years (then increasing), and 14 days/year of sick leave. All major holidays observed.

### POSITION SUMMARY

The EMS Specialist – Quality Management is responsible for ensuring prehospital and hospital provider compliance with quality improvement regulations, policies, and contract requirements, and develops/implements Agency EMS training/education programs. This job requires a competent individual with the following skills:

- Strong interpersonal, verbal, written and customer-oriented communication skills.
- Ability to work independently, make decisions/recommendations to promote problem solving.
- Knowledge of pre-hospital and emergency medicine theory, practice, and trends.
- Ability to adapt EMS curricula to reflect State requirements, local needs, and national trends.
- Knowledge of the delivery of emergency medical services in the State of California.
- Knowledge of adult learning theory and methodologies.
- Demonstrated teaching and educational facilitation skills.
- Ability to adhere to established standards for educational quality.
- Proficiency in the utilization of Microsoft Office computer programs.



## S-SV EMS Agency Job Description

### EMS Specialist – Quality Management



#### ESSENTIAL POSITION FUNCTIONS

##### Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

##### Essential Functions

The EMS Specialist – Quality Management is expected to perform in an efficient and competent manner the following duties, including but not limited to:

- Coordinate, implement and monitor effective and comprehensive quality management programs for the Agency.
- Analyze EMS data system and patient registry data to determine/ensure ongoing compliance with Agency policies, procedures, and protocols.
- Coordinate EMS QA/QI activities; attend emergency medical services committee meetings as assigned; act as a liaison with EMS system participants for QA/QI issues as assigned.
- Assist in the development of policies and procedures related to optimizing patient care and minimizing patient and provider risk.
- Collaborate with EMS system participants on matters pertaining to quality of patient care issues; review sentinel events related to the delivery of care.
- Collect, analyze, and present data required for monitoring QI indicators and standards for EMS system participants and personnel.
- Assess actual or potential problems and refer to appropriate levels of action.
- Plan, coordinate, develop and implement training/education programs for EMS system participants and personnel.
- Provide assistance to other Agency staff, as required/directed.
- Identify, track and review new federal, state and local legislation, regulations, ordinances or policies pertaining to QI, and report to appropriate Agency staff.
- Perform other duties as assigned

The EMS Specialist – Quality Management is expected to have excellent written and verbal communication skills, be a problem solver, work independently and foster positive relations between the Agency, external organizations, and the public.