



## **DEMCA Operations Director**

### **Position Summary**

The individual in this position is responsible for overseeing all administrative functions related to the Detroit East Medical Control Authority (DEMCA). In this capacity, the director is responsible for providing or delegating staff support once obtained to various DEMCA committees including, but not limited to, the preparation of meeting agendas and minutes, correspondence and other tasks, as may be delegated by the Executive Committee and the Medical Control Board. This individual works closely with the EMS Medical Director and the president of the executive board to ensure that the DEMCA EMS system is operated in a manner consistent with the state law and policies, procedures and dictates prescribed by the Medical Control Authority.

**Salary** : \$50,000-65,000 plus benefits commensurate on experience.

### **Major Duties and Responsibilities**

1. Responsible and reports to DEMCA executive board, Medical Director and Deputy Medical Director.
2. Monitor the System's policies and procedures to determine compliance with the State's rules and regulations.
3. Monitor EMS system data for compliance with protocol. Report data as requested to PSRO.
4. Provide Data to member hospitals as needed to support systems of care.
5. Utilize the MI-EMIS system for data management and retrieval
6. Maintain DEMCA website.
7. Establish financial systems to monitor corporate funds to include annual budget, monthly financial statements, dues collection, expense tracking, etc.
8. Review complaints and incident reports related to EMS operations. Track the various aspects of incidents and bring them before the PSRO.
9. Monitor the EMS State legislation and related rules and regulations relative to the DEMCA EMS system and present to appropriate MCA committee.

10. Serve as liaison with local, county, regional, state and federal agencies. Serve on State and regional committee's as needed. This includes travel to meetings locally and to Lansing and other destinations around the state.
11. Be on call to provide support and coordination for regional resources to/from DEMCA with surrounding counties
12. Coordinate with regional committees to develop and sustain regional processes.
13. Serve as one point of contact and facilitate communications between DEMCA hospitals and EMS providers.
14. Manage DEMCA office and staff as needed
15. Provide staff support to various DEMCA activities, as directed by Board of Directors and the Medical Control Committee through its Chair. This includes preparation of meeting agenda/material for the Executive Committee, Medical Control Board and other committees assigned.
16. Manage all contracts entered into by the Medical Control Authority.
17. Prepare strategic plans and annual goals and objectives for submission to the Medical Control Authority.
18. Communicate effectively with regional stakeholders, both individually and in mass distribution.
19. Other duties as assigned by Medical Control Committee and Board of Directors.

## **QUALIFICATIONS**

- **Education**

Bachelor's Degree required

- **Licensure/Certification**

1. Licensed Paramedic in the State of Michigan
2. Must maintain paramedic licensure
3. FEMA IS 100, 200, 300, 400, 700, and 800 completed within 6 months of hire if not already obtained.

- **Work Experience/Skills**

1. 3 to 5 years of EMS experience
2. Experience in a supervisory or management role preferred
3. Computer and Microsoft Office basic skills
4. Familiarity with NEMESIS is preferred or a willingness to learn

### **REQUIRED COMPETENCIES**

1. Must be able to speak English clearly and effectively.
2. Demonstrates an interest or expertise in EMS and be familiar with Homeland Security, Public Health, Public Administration, Healthcare Administration
3. Interest in and knowledge of EMS and system administration
4. Administrative experience preferred
5. Ability to work independently and proactively.
6. Ability to follow direction.
7. Ability to communicate effectively (both verbal and written).
8. Ability to multitask.
9. Organizational skills.
10. Ability to utilize MS Word, Excel and Outlook in the daily performance of duties.
11. Experience with grant writing and submission optional and if not familiar have a willingness to learn and execute
12. Must possess a valid driver's license and mode of transportation

- **Other**

1. Successful completion of background check
2. Willing to attend additional training

All interested candidates should send a current resume to [alison.clisby@ascension.org](mailto:alison.clisby@ascension.org) no later than September 15, 2017 to be considered.