

Mountain Ambulance Service



Mountain Ambulance Service
PO Box 85
Mountain, WI 54149-0085
(715) 276-6669

AMBULANCE ADMINISTRATOR

Mountain Ambulance Service is a 24/7 paid department with staff in house. We are located in the southern portion of the Nicolet Chequamegon National Forest of Oconto County Wisconsin.

Openings:

- **Full Time Ambulance Administrator**

Rate of Pay:

- \$65,000 to \$85,000 experience dependent.
- Annual increases.
- Health Insurance thru WI Employers Trust Fund
- WI Deferred Compensation 457 retirement plan with 5% match
- Uniform allowance

General Description of Duties:

- Under the supervision of the Ambulance Commission:
- Perform and function as part of an ambulance / rescue duty crew and able to follow the job description for position being performed.
- Performs administrative functions: develops, implements, evaluates and oversees programs, policies, procedures, guidelines and goals. Prepares and monitors annual budget, implements long-range capital expenditures, assists the Commission in the determination of staffing requirements, equipment needs or replacement.
- Administers processing of ambulance billings, accounts receivables, develops and reviews ambulance charges, equipment used, purchasing and ensures compliance with Health Insurance Privacy and Portability Act (HIPPA), Medicare, Medicaid, and health insurance plans.
- Supervises daily operation of the EMS and Rescue, insuring that continuous Emergency Medical and Rescue services are available. This includes coordinating and overseeing the staffing of ambulances and making appropriate staffing arrangements, thereby insuring that an EMS crew is available to respond to an emergency request.
- Ensuring adequate supply and equipment needed for EMS and Rescue operations.
- Oversees and is responsible for assuring all EMS and Rescue personnel receive adequate training to meet applicable federal, state and local requirements.
- Represents the Service and participating towns at state, county and local government levels and provides information to the Commission pertaining to federal, state and county standards and requirements.
- Directs and monitors on call crews, participates in on-call status, responds to and supervises major calls and responds to emergencies to provide emergency medical care as needed. Supervises and directs the activities of support staff, participates in hiring of staff and determines disciplinary actions.
- Develops and maintains standards for service level of care mandated by state and Medical Director Regulations. Attends and participates in Town & Commission meetings as needed, County and association meetings, provides information to the general public regarding EMS & Rescue activities and services.

...serving the Mountain area for over 51 years...

- Interpret laws, regulations and policies as they relate to department activities and programs for the development of department services.
- Organizes workflow and prepares schedules; reviews payroll; approves timesheets and leave time; oversees departmental training and quality assurance efforts.
- Completes and calculates; payroll, retirement, health insurance, invoices and deposits. Initiates internal investigation as required in personnel misconduct, complaints, inquiries, and incidents; researches, approves, implements, and documents counseling and/or disciplinary action.

Qualifications:

- Must possess a State of Wisconsin EMT - Advanced or higher license or RN License and possess supervisory and budget development experience preferred or any combination of education and experience that provides equivalent knowledge, skills, and abilities
- Applicants shall be subject to a Caregiver background check.
- Applicants selected for hire may be subject to a drug test
- Must submit a valid Wisconsin Drivers License with a clean driving record
- Physical Demands include stooping, turning, bending, squatting, kneeling, constant standing and the ability to lift up to 50 pounds.
- Must live within the Service jurisdiction or within a reasonable distance from a neighboring jurisdiction. Or be able to obtain residency within one year of employment.
- Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals. Ability to interpret basic descriptive statistical reports and use of accounting practices.
- Ability to utilize common practice software for business operations and Emergency Medical Service.

For more information please contact Administrator Christopher Schultz at 715-276-6669 or mountainambulance@hotmail.com.