

## **Open Position: Part-Time EMS Administrator**

7/3/07

**Central Orleans Volunteer Ambulance, Inc.** is currently seeking a candidate for the position of part-time Emergency Medical Services Business Administrator. The COVA Administrator reports to the Board of Directors. The purpose of the position is to manage the business affairs of the corporation and supervise paid staff.

The Administrator duties include, but are not limited to:

- Assist the Board of Directors in setting policies and procedures
  - Handle insurance claims, disability, workers compensation,
  - Coordinate Medex billing and PCR submission
  - Ensure compliance with Medicare guidelines, NYS DOH protocols, rules and regulations and WREMS standards of care.
  - Supervise paid staff
  - Direct resource development
  - Represent COVA at EMS agency events and meetings and Medical Director meetings
  - Work closely with the Assistant Administrator
  - Perform other duties as assigned
- (A more detailed job description will be available to candidates as they are interviewed)

Job Requirements:

- Four years experience in an EMS Supervisory capacity
- An Associates degree in Emergency Medical Services Management or Bachelors of Management or 4 years work related experience.
- Clean drivers license
- No criminal record
- Strong organizational, leadership, motivational, and clinical skills
- Computer proficiency in Microsoft Excel, Access, Database management, e-mail, paging, and other computer programs as required
- Strong oral and writing skills, and public presentation skills
- Applicants will be subject to extensive background check including references from previous and current employers, credit check, civil and criminal background evaluation
- No clinical or general public complaints regarding clinical care or customer service related issues within the last six years

Letters of intent, two letters of recommendation and resumes should be submitted to:

**Randy Hinkley, President**  
**Central Orleans Volunteer Ambulance**  
**PO Box 147**  
**Albion, New York 14411**  
**Ph: (585) 589-0407**

Resumes and letters of intent will be accepted until 5:00 p.m., Thursday, July 12, 2007