

Southern Region Emergency Medical Services Council, Inc.

Application Packet For

EXECUTIVE DIRECTOR

January 2018

SSOUTHERN  **REGION**
EMS COUNCIL, INC.



Mission:

Improve the quality, availability and sustainability of emergency patient care

THE ORGANIZATION

Southern Region Emergency Medical Services Council, Inc. (SREMSC) is a non-profit corporation established in 1975 to serve as a Regional resource center for the emergency medical services system in southcentral and southwestern Alaska. We are celebrating our 43rd anniversary this year! Our mission is to "support, strengthen and promote the quality of the EMS system, integrating local emergency medical services into a Regional and statewide system."

The Region serves an area of 192,369 square miles, extending over a breadth of 2,000 miles from east to west. Parts of the Region are closer to the Russian Far East than they are to Anchorage. The population resides in 132 communities ranging in size from less than 25 to 295,570. Two thirds of the communities do not have access to the rest of the state by road.

The Region is served by 92 organized emergency medical services, 41 ambulance and 51 first responder services. Forty provide advanced life support. Nearly all the Region's EMS agencies rely on volunteers as their first response. Just six communities have full-time paid EMS providers, and even the paid services rely on a volunteer component.

The Region has 12 acute care hospitals ranging in size from 15 to 341 beds. Anchorage is the tertiary care center for the state, and in Anchorage there are two private hospitals, an Indian Health Service hospital and an Air Force facility. Another regional hospital is located 25 miles to the north. There are two Level 2 Trauma Centers in Anchorage, one Pediatric Level 2 Trauma Center in Anchorage and seven Level IV Trauma Centers in the Region.

Fixed and rotor-wing medevac providers, as well as military search and rescue operations provide services within the Region.

The SREMSC is governed by a 21 member Board of Directors from across the Region. The Board meets three times a year to develop program plans and policy. The central office is located in Anchorage and consists of seven full-time and three part-time staff, with one other staff member working full-time from an office on the Kenai Peninsula. Additionally, local coordination and training is provided to the remote parts of the Region through six subarea contracts.

The program is funded in large part by a grant from the Section of Rural and Community Health Systems, State Emergency Medical Services Office, Division of Public Health, Alaska Department of Health and Social Services. A substantial portion of the budget is generated from fees for training, conferences, American Heart Association / AHA training center operation, rental of equipment, and sales of books and materials.

The Region coordinates a large capital equipment funding initiative known as Code Blue, which brings together local, state, federal and private funds to purchase essential EMS equipment for rural emergency medical services. Other small state and federal grants and contracts provide the opportunity to do special projects of short duration.

The Region is a resource agency serving a wide variety of needs. That role has many components. Training emergency care providers and instructors is one of the most important. The central office conducts all levels of EMS training, from entry level to advanced, offering continuing education classes on many topics, and refreshers to maintain certification. We specialize in training instructors at all levels. The nine subregions within the Southern Region

focus on providing ETT and EMT classes as well as other courses, including First Aid and CPR for residents of the towns and villages in their areas.

Our agency is responsible for coordinating State EMS examinations in the Region, and often assists other Regions as well. The agency maintains a large stock of EMS equipment, a DVD rental library and is a primary source of manikins and materials for CPR, First Aid, ACLS and PALS training. Furthermore, the central office staff coordinates the local logistics of the annual Alaska EMS Symposium, which is one of the largest conferences held in Alaska.

Staff members are active on local and statewide policy development committees including the State Training Committee, the American Heart Association, Code Blue, State EMS Directors and Coordinators, and many other specialty committees and organizations.

The Region has a public information and education program. This includes publishing *LifeLines*, a newsletter for the providers in the Region; developing radio PSAs on safety related projects; providing ad copy for local services to place in their town newspapers, and doing press releases for the major activities of the organization.

Other programmatic activities of the organization include providing administrative support for the Alaska Comfort One program; providing advice and resources to the EMS agencies regarding purchase of ambulances, radios and medical equipment; doing general management consulting for the services; providing Minigrants, scholarships, and equipment funding assistance to many EMS providers and agencies; conducting community technical assistance reviews, coordinating the Code Blue activities for the Region, and general problem solving with the individual services and communities.

THE TEAM

The Regional office is staffed by a dedicated group of skilled professionals. All of the nine outlying subarea offices have EMS Coordinators and trainers who work closely with our program. The central office is staffed as follows:

The ***Executive Director (ED)*** is the chief administrative officer. The ED is responsible for implementing all programs, planning new programs, assuring fiscal responsibility, representing the agency to the public, providing leadership for improving the EMS system in the Region, collaborating with the State and regional EMS programs, grant writing, reporting and compliance, supervising staff, monitoring contracts and providing technical assistance to the EMS agencies in the Region.

The ED is responsible for the largest region in the state, with more than half the EMS providers and emergency medical services in Alaska. The area is incredibly diverse, from the paid EMS system in Alaska's largest city to the volunteer services right next door; from the linked highway communities to the many very isolated villages, some further from hospitals than anyplace else in Alaska. The Director must have a broad perspective of the make-up of the Region and the needs of the many players in order to identify opportunities, resources, challenges and trends.

The Regional Training Manager, Finance Manager, Administrative Assistant, Media Specialist and the Kenai Peninsula EMS Coordinator report directly to the ED. The ED is responsible to the

Board of Directors and is directly supervised by the Executive Committee. The ED Executes all decisions of the Board and carries out other responsibilities as may be delegated by the Board.

The ***Finance Manager (FM)*** maintains the financial systems, including the computerized accounting system, budgets, contract management and grant reporting. This position supervises the Accounting Assistant.

The ***Accounting Assistant (AccA)*** is a part-time position that serves as the primary support for the Finance Manager and works under their direct supervision.

The ***Regional Training Manager (RTM)*** provides oversight for the Regional training program, is the primary instructor-trainer in the agency, and works on an assortment of statewide projects. In addition, the RTM supervises the Education Programs Coordinator, the Conference and Testing Coordinator, the Training Center Coordinator and the Resource Coordinator, plans the EMS Symposium educational offerings and other aspects of the conference, develops training curricula and works to implement Region-wide training programs.

The ***Education Programs Coordinator (EPC)*** is responsible for both in-house and outreach continuing education classes, curriculum development, physician sponsor liaison projects, assists with EMS Symposium planning and development and other education related aspects.

The ***Conference and Testing Coordinator (CTC)*** handles coordination of Certifying Officers, EMT testing, and conference coordination for the Alaska EMS Symposium. This person has been with Southern Region for 32 years.

The ***Training Center Coordinator (TCC)*** manages and markets the activities of the AHA Training Center and provides back-up to the Administrative Assistant.

The ***EMS Resource Coordinator (RC)*** is responsible for the capital and training equipment at SREMESC, the DVD and CME library, the equipment rental program, obtaining bid quotes on new equipment and equipment and supply purchasing, classroom maintenance as well as serving in a busy role as expeditor.

The ***Media Specialist (MS)*** fills a part-time position, serves as the media coordinator, maintains the SREMESC website and our social media presence, works on special projects for staff, is the Region's photographer and maintains the photo library. This individual handles the many public information tasks including press releases and news stories, is the editor of *LifeLines* newsletter, and provides media attention to Regional and EMS related events.

The ***Administrative Assistant (AA)*** provides administrative support to the Executive Director, staff and Board of Directors, coordinates the Alaska Comfort One program, assists with AR and AP, and works under the direct supervision of the Executive Director.

The ***Kenai Peninsula EMS Coordinator*** works under the direction of the Executive Director and works closely with the Kenai Peninsula Emergency Services (KPESI). The Coordinator is responsible for the administrative tasks of KPESI, development of peninsula area recruitment/retention and funding strategies, and coordinating subarea resources to the greatest extent possible. This person also serves as the Regional AURORA Coordinator for the State web-based EMS data project. This position works from a home office located on the Kenai Peninsula.

THE IDEAL CANDIDATE

Southern Region works on many initiatives to support and encourage growth, change and the development of the EMS system. It has no regulatory authority to force change, but rather works with those involved to help them understand why it is needed. For this reason, the Executive Director should first and foremost be a person who can help the people and agencies of the EMS system in the Region continue to develop and improve. There are three primary roles: leader, consultant and manager.

As a leader they must be able to establish good rapport with all the players in the EMS system and offer a consistent approach to problems that is sensitive to their needs. As an EMS consultant they must be able to quickly understand the technical and organizational issues of a problem and provide an array of possible solutions for the client agency to explore. As a manager they must demonstrate contemporary people-oriented management skills. Specific characteristics of the ideal candidate are as follows:

Education and Experience: The ideal candidate will have a Master's degree in a related field, such as health, emergency medical services, fire services, public or business administration. Candidates should have 10 years of progressively responsible supervisory/management experience with EMS and experience in non-profit management. Experience may be substituted for education.

MANAGEMENT STYLE

- Is sensitive to the needs of EMS providers, both volunteer and paid; acknowledges the value of their input into the development of the programmatic efforts of the agency.
- Is a team player in every sense of the word.
- Has a strong customer service orientation. Likes to ask internal and external customers how we are doing.
- Is a self-starter and a problem solver. Can identify problems/issues and can outline or initiate solutions in a timely manner.
- Is able to establish and maintain relationships of respect and trust.
- Has a participative working and management style. Encourages all players to design programs and responses to problems within the framework of the organizational goals, priorities and budget.
- Has an entrepreneurial approach to program development. Flexible and decisive with the ability to adjust the program in order to take advantage of opportunities.
- Supports innovation.
- Has a sense of humor.

DESCRIPTION OF DUTIES

Executive duties on behalf of the Board:

- Plans, organizes and directs emergency medical services programs and other programs and services of the Council, evaluates results and recommends to the Board policies, procedures, and action to achieve program goals.

- Executes all decisions of the Board and carries out other responsibilities as may be delegated by the Board.
- Executes contracts, grants and commitments as may be authorized by the Board or established policies.
- Represents the Council to all outside entities including but not limited to community leaders, the Alaska legislature, the Department of Health and Social Services, the Section of Rural and Community Health Systems, the State EMS Unit, and to other state and federal agencies in order that they are fully apprised of the achievements and needs of EMS in the Region.
- Carries out other responsibilities as may be delegated by the Board.
- Maintains regular communication with the Executive Committee and Board members to keep them informed of important information and issues.

Program and organizational management:

- Establishes and maintains leadership and overall direction of SREMSC in accordance with the mission and vision of the organization.
- Promotes a collaborative, problem-solving environment and encourages all players to design programs and responses to problems within the framework of the organizational goals, priorities and budget.
- Consolidates and prioritizes EMS needs for the Region in the annual work plan and various grant applications.
- Manages the business of SREMSC in the best interests of the Council, according to applicable laws, regulations and standards; and according to policies set by the Board of Directors.
- Obtains maximum utilization of the staff by clearly defining their duties, establishing performance standards, conducting performance reviews and recommending competitive salary structure.
- Develops and manages initiatives that will benefit EMS agencies and providers and work to build an ever-stronger and more stable EMS system.
- Provides oversight to the subarea grants, monitoring their challenges and accomplishments, and ensuring alignment with regional priorities.
- Conducts, directs or participates in other special projects and duties as may be assigned or developed.
- Has full authority to recruit, hire, fire and supervise SREMSC staff.
- Collaborates with subarea organizations to develop and carry out state, regional and local objectives related to EMS.
- Ability to maintain a positive work atmosphere through effective interaction and communication with co-workers, customers and management.

Financial Management:

- Maintains accountability for SREMSC funds using sound fiscal management practices.

- Develops, recommends and operates within the approved annual budget. Ensures that all funds, physical assets, and other property of the Council are appropriately inventoried, safeguarded and administered. Arranges for an annual audit.
- Seeks funding and resources for regional EMS needs from a variety of sources including local, state, and federal grants, project income and special initiatives.

Public relations:

- Conveys a professional and positive image and attitude regarding the Council.
- Works collaboratively with other EMS regions on projects and issues of statewide importance.
- Serves as regional representative to statewide groups such as Regional Coordinators and Directors, Code Blue, Alaska Council on EMS, and at other meetings and state symposia.

Other:

- Maintains all certifications and licenses required for the position.
- Demonstrates commitment to continued professional growth and development.
- Has the ability to pass background and past employment screening.
- Current driver's license in good standing.

MINIMUM QUALIFICATIONS AND ABILITIES:

- Bachelor's degree in related field, Master's degree preferred; or equivalent work experience.
- Licensure or certification as a health care professional, and experience in emergency patient care such as physician, nurse, physician assistant, paramedic or emergency medical technician preferred.
- Five years administrative and supervisory experience with emergency medical systems.
- Three years' experience in non-profit management and experience working with volunteer board of directors.
- Demonstrated ability in financial management.
- Demonstrated knowledge of grant writing, management and accountability.
- Background and experience in the legislative processes and communications, both municipal and state.
- Knowledge of EMS systems to include communications, transportation, and medical control.
- Functional competency in Microsoft Word (Word, Excel, Outlook, Power Point), social media, and other basic business technology.
- Substantial experience in and knowledge of emergency medical services systems.
- Experience working with a non-profit and volunteer Board of Directors.

- Significant experience working with diverse organizations including municipal, state, federal, volunteer, paid, non-profit and for profit organizations, preferably in Alaska.
- Experience working with legislative bodies both municipal and state.
- Significant experience with all phases of financial management including accounting (preferably fund accounting), internal controls, cash flow management, budgeting and financial reporting.
- Experience writing grants and proposals requesting funds from federal, state and private sources and managing and reporting for these programs.
- Experience working in a collaborative, problem solving environment with a preference for that style of management.
- Excellent written and oral communication skills, including experience writing for journals and/or newsletters.
- Experience making presentations to the media, to community organizations, at seminars, and to legislative bodies.
- Experience as a technical consultant, either internal or external.
- Functional competency in Microsoft Word (Word, Excel, Outlook, Power Point), social media, and other basic business technology.
- Strong analytical, reasoning and problem solving skills with strong organizational skills and the ability to multi-task.
- Strong interpersonal skills.
- Current Driver's License in good standing.
- Ability to pass background and past employment screening.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

Full description provided upon request.

WHY CONSIDER THIS OPPORTUNITY?

Southern Region has a well-earned reputation for being an innovator and leader in Alaska.

The Executive Director will inherit an outstanding staff that is self-motivated, talented, productive, and has a good time at work.

Alaska EMS is relatively a new program as compared to other states. Change can be accomplished relatively easily, making the job much more satisfying than similar positions in other programs and places.

ANCHORAGE

The Regional office is headquartered in Anchorage, the state's largest city. It's a place rich with indoor and outdoor activities, including vibrant arts and entertainment, restaurants, parks, green-belts and bike/running/ski trails. If you are an outdoors person, this offers the best of both lifestyles. Great wildlife viewing, fishing and hunting are nearby.

COMPENSATION

This is a full-time exempt position. The starting salary range for this position is \$78,813 to \$86,404 annually based on the successful candidate's experience and fit to the unique needs of the Region. Following a successful probation period of up to six months, a merit increase may be awarded with annual merit increases based on job performance.

Benefits include medical, dental, vision, life and AD&D insurance for the employee. Dental and vision insurance are also available for dependents. Medical insurance is available for dependents but the employee is responsible for that – SREMSC is unable to cover dependent health care costs. Life insurance/AD&D is provided for all employees at no cost to the employee. Other benefits apply.

Personal Leave / Paid Time Off accrual is as follows: < 3 years 4.5 per pay period, 117.0 per year; 3-6 years 6.0 per pay period, 156.0 hours per year; and > 6 years 7.5 per pay period, 195.0 per year. Pay periods are every two weeks.

There are fourteen (14) paid holidays as outlined in the Personnel Policies.

The agency sponsors a 403 (b) salary reduction and Roth retirement plan to which employees may contribute. After one year of employment, there is a 3% employer base contribution and a 2% employer match contribution. Appropriate educational expenses may be reimbursed by the agency.

THE SEARCH PROCESS

The recruitment process is being conducted by a Search Committee of the Board of Directors consisting of eight people. The process will include the following steps, and with the following approximate dates:

1. January 31, 2018, application period closes.
2. Search Committee completes review of materials submitted by applicants and chooses semi-finalists.
3. Reference checks conducted.
4. By February 10, 2018 Search Committee completes reference checks and schedules telephone interviews.
5. By February 20, 2018 Search Committee completes telephone interviews of the semi-finalists.
6. In-person interviews will be scheduled. Travel for in-person interviews in Anchorage will be scheduled and paid by SREMSC.

APPLICANT INSTRUCTIONS

If you are interested in applying for this position, you must submit the following.

1. A cover letter describing why you are interested in this position. Be sure to address the needs described in this packet if they are not included in your resume.
2. A resume of your education and experience. For each place that you worked or volunteered please include the name of the supervisor, your starting and ending salary, telephone number and email address. You may limit this to the last ten years.
3. A sample of your professional writing which has been published.
4. A list of **five (5)** references including name, relationship to you, mailing address, telephone number(s) and email addresses. Please note the best time of day to contact each person.
5. A signed Application Agreement and Waiver of Liability form. (Page 11).

Applications must be received by **end of business January 31, 2018**. Interested individuals are encouraged to apply at the earliest possible date.

Only those candidates providing all requested information will be considered for interviews.

SEND THE COMPLETED APPLICATION PACKET TO:

Electronic: shecks@sremsc.org
Mail: Search Committee
Southern Region EMS Council, Inc.
6130 Tuttle Place, Suite B
Anchorage AK 99507-7102
Fax: (907) 562-9893

Questions regarding the process or position should be directed to **Sue Hecks** shecks@sremsc.org or by calling (907) 562-6449.

Additional information about Southern Region EMS Council, Inc. can be found on our website at www.sremsc.org

Application period: Applications must be received by January 31, 2018.

(Rev 1/5/2018)

SOUTHERN REGION EMS COUNCIL, INC.
6130 TUTTLE PLACE, SUITE B ANCHORAGE, AK 99507-7102
(907) 562-6449

APPLICATION AGREEMENT AND WAIVER OF LIABILITY

I, _____, the undersigned, am submitting an application to Southern Region Emergency Medical Services Council, Inc. / SREMSC, for the position of **Executive Director**.

I authorize SREMSC to contact the references that I have provided, as well as any other person who knows of my professional abilities and accomplishments.

Furthermore, I authorize any person that SREMSC contacts by telephone, to truthfully and completely answer all questions posed to them about my job performance, my professional knowledge and abilities, my interpersonal skills on the job and the conditions under which I may have left that employment.

I further agree to hold harmless any person who is contacted by the SREMSC from any legal liability arising out of anything they may say at that time regarding my job performance, my professional knowledge and abilities, my interpersonal skills on the job and the conditions under which I may have left that employment.

I understand that if I become a finalist for this position SREMSC may be conducting a criminal background check, and authorize them to conduct that check with my full consent.

I also agree to hold harmless SREMSC, the Directors, the employees, or any person chosen to participate in the assessment of my suitability for this position, from any liability which may arise as a result of their participation in this search process.

Finally, I agree that if I am offered the position and I turn it down, I will forego any reimbursement, which may be due to me for travel to the final interview and/or test.

Signed Date

Print name

Address

City, State, Zip Phone