



## Employment Opportunity



<b>Position: EMS Manager</b>	<b>Department: Onion Lake EMS</b>
<b>Job Classification: (safety sensitive)</b>	<b>Reports to: Associate Director of Clinical Services</b>

**Job Summary:** The EMS manager will be responsible for the overall function and operations of the ambulance services in Onion Lake First Nation. They will ensure that the ambulance services remain a soundly viable and self-sustainable operation, meeting all applicable and required Provincial Standards and Regulations associated to operation of an ambulance service. The manager will provide an initial and ongoing assessment of the operations of Onion Lake Emergency Medical Services and make recommendations for change if required to the Associate Director.

### Job Duties:

- Develop and submit an ambulance yearly project operational budget for approval by the Onion Lake Health Board Inc in conjunction with Associate Director and will ensure that it is monitored and followed by Onion Lake Emergency Medical Services and its staff as approved.
- Ensure that a proper bookkeeping process is maintained on a timely basis covering expenditure, revenue, payroll and other areas associated to the financial.
- Create all budget proposals, monthly expenditures reports and all other miscellaneous financial reports to the Board for their approval.
- Provide direction and supervision to all the staff or supervisors.
- Perform regular evaluations on the performance of the department and staff.
- Prepare, establish and maintain an employment roster of staff adequate enough to ensure satisfactory response to the needs of the community.
- Make sure that all the staff of the ambulance service are properly trained and qualified; ensure continued license of the staff as per applicable requirements by provincial standards.
- Make certain that all PCR invoices are completed and up to date.
- Verify that all the ambulance are equipped and inspected to meet the required applicable provincial acts & regulations and provincial safety standards.
- Guarantee that adequate and proper medical supplies are maintained at all times.
- Confirm that there is proper and adequate insurance to cover staff and vehicles against commercial liability and malpractices; as well as coverage for vehicles and equipment against loss or damage.
- Verifying that the ambulance operation function according to and in compliance with the applicable Acts, regulations, Protocols and Scope of Practice as set out by the Province of Saskatchewan for ambulance services and ambulance personnel.
- Check that all the staff are properly trained, registered and/or licensed to provide pre-hospital care to the community of Onion Lake First Nations.
- Maintain positive working relationships with all other entities of the Onion Lake First Nation.

### Job Skills & Qualifications:

- Emergency Medical Technician (EMT) of Saskatchewan jurisdiction-currently registered in good standing with SASK College of Paramedics.
- Minimum 3 years in management experience and business administration experience.
- Operates in an objective and transparent manner, setting high work standards.
- High level of confidentiality, integrity, and professionalism.
- Valid Driver's License, Driver's abstract, Criminal Record Check and Vulnerable Sector Check.

**DEADLINE DATE: January 31, 2024\*\*extended**

**Only qualified applicants will be contacted for an interview.**

Interested applicants, who meet the qualifications as listed above, must submit:

1. Cover letter
2. Current resume with dates specified
3. LIST of three current references with phone numbers
4. Vulnerable Sector Check/Clear Criminal Record Check
5. Drivers Abstract

**Attention to:** Human Resources Phone: (306) 344-2330 ext. 2238 Fax: (306) 344-2357

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