

Southern Region Emergency Medical Services Council, Inc.

Employment Application Packet



Mission:

Improve the quality, availability and sustainability of emergency patient care

THE ORGANIZATION

Southern Region Emergency Medical Services Council, Inc. (SREMSC) is a 501(c)(3) 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 46th 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 in Anchorage and consists of nine full-time staff, with one staff member working 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.

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 ***Chief Executive Officer*** is the chief administrative officer. The CEO 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 CEO 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 to identify opportunities, resources, challenges, and trends.

The Regional Training Coordinator, Finance Manager, Administrative Assistant, and the Peninsula Education and Data Programs Coordinator report directly to the CEO. The CEO 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*** maintains the financial systems, including the computerized accounting system, budgets, contract management and grant reporting as well as all Human Resource responsibilities. This position supervises the Accounting & Logistics Assistant.

The Accounting Assistant serves as the primary support for the Finance Manager and works under their direct supervision on all related financial issues and grant equipment purchasing.

The ***Regional Training Coordinator*** is responsible for the management of Regional Training Programs. The primary area of expertise and activity is training EMS providers, both prehospital and hospital, in patient care techniques. The secondary area of expertise is providing technical assistance with the management of ambulance and first responder services, both volunteer and paid.

The ***Education and Data Programs Coordinator*** 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. This person also serves as the Regional AURORA Coordinator for the State web-based EMS ePCR system.

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

The ***Resource Coordinator*** handles coordination of Certifying Officers, EMT Testing, is responsible for the capital and training equipment at SREMSC, the CME library, the equipment rental program, obtaining bid quotes on new equipment, classroom maintenance, serves as the media coordinator, maintains the SREMSC website and our social media presence as well as serving in a busy role as expeditor.

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

The ***Kenai Peninsula EMS Coordinator*** works under the direction of the Regional Training Coordinator and works closely with Kenai Peninsula Emergency Services, Inc. (KPESI). The coordinator is responsible for development of peninsula area recruitment/retention and funding strategies and coordinating subregion resources to the greatest extent possible. This position works from a home office located on the Kenai Peninsula.

WHY CONSIDER THIS OPPORTUNITY?

Southern Region has a well-earned reputation for being an innovator and leader in Alaska. Our mission is exciting, fast paced and rewarding.

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.

BENEFITS

Following a successful probation period, a merit increase may be awarded with annual merit increases based on job performance.

Benefits include medical, life and AD&D insurance for the employee as well as dental and vision insurance for the employee and their eligible dependents of which SREMSC currently pays 90% of the cost. Medical insurance is available for eligible dependents at the employee's expense. Other benefits apply.

Personal Leave / Paid Time Off is earned each payday as follows: < 3 years 4.5 hours; 3-6 years 6.0 hours; and > 6 years 7.5 hours. 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.

APPLICANT INSTRUCTIONS

If you are interested in applying, you must submit the following:

1. A cover letter describing why you are interested in being a part of Southern Region EMS Council.
2. A resume of your education and experience. For each place that you worked or volunteered. Please include the name of the supervisor, starting and ending salary, telephone number and email address. You may limit this to the last ten years.
3. A completed Employment Application and a signed Application Agreement and Waiver of Liability form.

Interested individuals are encouraged to apply as soon as possible.

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

SEND THE COMPLETED APPLICATION PACKET TO:

Electronic: mforcier@sremsc.org or jpannone@sremsc.org

Mail: Southern Region EMS Council, Inc.

1010 W Northern Lights

Anchorage AK 99503

Fax: (907) 562-9893

Questions regarding the process or position should be directed to Michael Forcier at mforcier@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

Resumes will be accepted, and the position will remain open until the position is filled. Interested individuals are encouraged to apply as soon as possible.



Southern Region EMS Council, Inc.

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ *City State ZIP Code*

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

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 applying to Southern Region Emergency Medical Services Council, Inc. / SREMSC, for the position of _____.

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 because 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