

Saint Michael's College Job Description

Job Title: Rescue Unit Chief

Department: Fire and Rescue

Supervisor or Manager: Fire and Rescue Board; V.P. for Student Affairs

Date Created: 3/26/2013

Last Revised: 02/15/2023

Our Mission: It is the mission of Saint Michael's College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives:

- Provides guidance and support to active student members
- Maintains a high standard of patient care and training of membership
- Maintains paramedic-level service and meets compliance with regulatory requirements (HIPAA, ambulance billing, infection control, occupational safety, NFPA, etc.)
- Maintains QA/QI program and documentation standards
- Represents the department/unit at VTEMS D3 and other associations
- Acts as a liaison to partner agencies, municipalities, etc.

Essential Duties and Responsibilities:

- Provides support as needed on duty schedule
- Offers paramedic coverage/intercept when available
- Trains leadership for crew chiefs and drivers
- Establishes and maintains training requirements and credentialing of licensed personnel
- Supports student leadership in respective roles
- Oversees accurate documentation encompassing ambulance billing, QA/QI, E-PCR administration
- Collaborates with Fire Unit Chief on financial matters, including budgets and expenditures
- Collaborates with Fire Unit Chief on risk management, including maintaining operating guidelines, insurance, and safety regulatory compliance
- Participates in Saint Michael's college-wide programs to further develop skills and awareness to support an inclusive working and learning environment
- Sees the value of cultural, ethnic, gender, and other individual differences in people. Helps to create an environment of learning about, valuing, encouraging, and supporting differences
- Seeks different points of view and leverages diverse perspectives in group processes and decision-making. Checks own views against the views of others
- Supports fair treatment and equal opportunity for all. Listens to and objectively considers the ideas/input of others. Respects the talents and contributions of all individuals

Secondary Responsibilities:

- Supports Fire Unit Chief as needed
- Supports Unit Captains with personnel matters and discipline
- Performs Community Outreach and Public Relations
- Supports Alumni Relations
- Ensures campus EMS readiness
- Collaborates with campus Emergency Management Team and Director of Public of Safety

Positions Supervised:

- Student Officers
- Members

Position's Major Contacts:

- Student membership
- Dispatch
- Student Affairs
- VT EMS D3, paramedicine committee
- Other agencies, VT OEMS, UVMMC ED Staff/Medical Direction

Demonstrates Excellence:

- Demonstrates understanding of organizational history, mission, and strategic goals
- Engages with students and constituents with a high level of inclusivity, equity, and sensitivity
- Displays a commitment to continuous growth and development in supporting student members and officers with historically excluded, underrepresented, and minoritized identities
- Enhancement of the student experience
- Mentoring student leadership, leadership by example
- High standards, integrity on and off duty

Education and Work Experience Required:

- Bachelor's degree
- Clinical and leadership experience in Emergency Medical Services
- Experience with Saint Michael's College Fire and Rescue is a plus

Analytic Skills Required:

- Develops goals for and supervises the work of a small group. May have supervisors as direct reports. May have input into budget development. Priorities for work are developed by supervisor, but work itself is typically done very independently, alone or in groups, with little or no direct supervisory oversight in the moment

Language and Literacy Skills Required:

- Reads and interprets a wide range of information. May interpret documents to others
- Regularly writes reports and correspondence. Able to shift writing style as needed for different audiences
- Regularly explains policies, listens to questions, responds, and problem solves
- Speaks to individuals and small groups effectively

Computer/Technology Skills:

- Familiarity with Microsoft Office products
- EPCR software (Image Trend)
- EMS Scheduling software
- Emergency Reporting
- Active 911
- Dispatch software

Licenses, Certifications and Other Requirements:

- Paramedic or eligible to receive Paramedic licensure
- ICS 100, 200, NIMS 700
- ICS 300 & 400 preferred
- Homeland Security Exercise and Evaluation Program (HSEEP) preferred
- Firefighter I preferred
- EVOC Certified preferred
- EMS Instructor Coordinator (I/C) Certification preferred

- Current driver's license. Must meet driver's eligibility requirements as stated in the Saint Michael's College *Vehicle Use Policy*

Physical Demands:

Work is often performed in a typical non-office environment requiring:

- Standing and/or walking for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Basic agility for lifting and maneuvering large amounts of weight
- Communication skills using the written and/or spoken word
- Vision sufficient to see objects within normal parameters, peripherally and at a distance
- A great deal of physical effort, often required to balance, stoop, kneel, crouch or crawl
- Some degree of exposure to physical risk

While performing the duties of Rescue Unit Chief, the employee is occasionally required to lift and/or move 51-100 pounds. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

Additional Requirements for the Job:

- None required

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College

