



## Bristol Rescue Squad

# Deputy Chief Position (Full-time)

Accepting Applications Now

Orientation Start Date: April 1<sup>st</sup>, 2025

Official Start Date: June 1<sup>st</sup>, 2025

### Job Description

The Bristol Rescue Squad is a rapidly evolving, modern, and ever advancing rural EMS agency with over 1,000 911 incidents and 200 interfacility transfers annually. Its staffing consists of three full-time positions and multiple part-time, and volunteer employees. The agency currently operates ambulances at the NRAEMT level and staffs an ALS 911 ambulance 24/7. Currently the Bristol Rescue Squad is seeking applications for the Deputy Chief position. The deputy chief operates as one of two full-time administrators within the Bristol Rescue Squad. They work closely with the board of directors who provide feedback and supervise the work of the administrative team. As an administrator they are involved in the daily operations of the agency, HR matters, and hold the title of *Training Officer*, for which they implement training standards and annual training requirements. As an agency, the Bristol Rescue Squad strives to implement a patient and employee focused approach to EMS. It seeks to foster a professional, modern environment for individuals to advance their rural pre-hospital emergency medicine skills while in a safe, professional environment. We look forward to hearing from applicants who are interested in maintaining the strong structure that currently exists yet has a vision to help grow the agency for the future and achieve new capabilities such as a paramedic program.

### Job highlights

#### Qualifications

- Valid motor vehicle operator license
- 3+ years as an NRAEMT or NRP
- Excellent written and verbal communication skills
- Strong organizational skills and attention to detail
- Must possess computer skills, including, but not limited to –Outlook, Teams, Scheduling software, etc.
- Experience in an administrative position (preferred)
- Experience in a clinical trainer position- crew chief trainer, hospital work, etc (preferred)

#### Responsibilities

- Weekly: 40 hours per week with a mix of ambulance staffing and office hours (can be remote)
- Weekly meetings with administrative team and attendance at monthly board of directors' meetings



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- Drafting of policies and standard of procedures with immediate relevance to the deputy chief position, determined by interactions with the Chief.
- Involved in management of personnel matters
- Assists with scheduling and staffing management
- Assists in hiring process such as interviews
- Conducts new employee orientation with an aim to achieve high levels of skilled staffing and employee retention
- Ensure the completion of 100% CQI each week by personally conducting CQI and coordinating efforts with the CQI officers.
  - Goals of CQI include review for proper medical care, documentation, billing, and commendation of strong work.
- General involvement in larger projects with the chief in pursuit of all means to help maintain and improve all aspects of the Bristol Rescue Squad.
- Training Officer
  - Work to maintain and improve the training standards at Bristol Rescue
  - Create and implement a diverse and applicable annual training schedule (internal instructors, external instructors, etc.)
- Electronic Account Maintenance
  - Update and maintain SIREN accounts and users
  - Update and maintain LIGHTS accounts and users
    - Includes the approval of testing and affiliations
  - Update and maintain NREMT accounts
    - Includes the review and approval of recertifications
  - LSO for VITL
    - Local security officer for users of VITL
    - Create user accounts and act as the liaison between VITL and this agency

### **Pay and Benefits**

- Starting pay \$25.00/hour NRAEMT, \$30.00/hour NRP (Overtime offered at 40 hours)
- 120 hours of PTO annually
- Paid Holidays
- Medical Insurance available
- Simple IRA with a 3% employer match