

The Buffalo Grove Fire Department is currently seeking a full-time Emergency Medical Services (EMS) Coordinator.

The Buffalo Grove Fire Department ([BGFD](#)) is one of fewer than 325 agencies worldwide to achieve "Internationally Accredited Agency" status with the CFAI and the Center for Public Safety Excellence, Inc. (CPSE). BGFD has 3 shift battalion chiefs, 3 lieutenants and 14 firefighter/paramedics in addition to the departments 7 administrative staff comprised of both full-time and part-time employees.

The Village currently has a population of 43,212 with a median income of \$121,212 per year and was recently recognized as the most educated community in Illinois. Village residents enjoy nationally ranked public schools, expansive open spaces, access to employment centers, and other important amenities. The Village is served by four elementary school districts and two high school districts. Buffalo Grove is also served by two library districts and two park districts.

Examples of Duties / Knowledge & Skills

The EMS Coordinator is a full-time non-sworn position responsible for a wide variety of EMS related duties. Reporting directly to the Deputy Fire Chief, the EMS Coordinator works with senior staff to coordinate the emergency medical management, record management, regulatory compliance, project planning, budgeting and medical supply purchasing functions for the Buffalo Grove Fire Department. This position will also work with the sworn EMT-P personnel relating to training, certification, quality assurance, and other issues relating to EMS.

Minimum qualifications & Requirements

Interested candidates must have the ability to work independently and be self-motivated. Ability to communicate effectively, orally and in writing; ability to translate and explain technical matters to interested parties. Candidates must be highly organized and proficient in managing confidential and/or protected records and files in electronic formats.

Qualified candidates must have a bachelor's degree in nursing with a minimum of five (5) years of experience as a Registered Nurse focusing on emergency department involvement and trauma nurse experience. A master's degree is preferred in Nursing or Adult Education. Experience in prehospital education and training, PHRN or paramedic and working directly with career fire department personnel is highly desired, but not required. Additionally, qualified candidates must have or be able to obtain within 12 months of hire the following: DICO, HIPAA Officer.

Qualified candidates must possess: 1) a thorough knowledge of current emergency medical techniques, methods and practices; 2) a thorough knowledge of EMS policies, rules and regulations, and standard operating procedures; and 3) a thorough knowledge of IDPH (Illinois Department of Public Health) standards. Within 6 months of hire show proficiency in NWCEMSS policies, rules and regulations and how they relate to IDPH standards.

The EMS Coordinator must possess a valid State of Illinois Driver's License by the time of employment and maintain the same throughout employment.

Supplemental information

Salary range is \$91,457 to \$136,302 with excellent benefits.

Qualified candidates should apply on-line at vbg.org. In addition to completing the on-line application, candidates must attach a cover letter, resume, and three professional references to their on-line application. Emailed, faxed, mailed or hand delivered applications and/or resumes will not be accepted. Applications will be reviewed as they are submitted, however, this position will remain open until filled. Any questions regarding the position can be directed to Deputy Fire Chief Larry Kane at Ljkane@vbg.org.

The Village of Buffalo Grove is an Equal Opportunity Employer.