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EXCHANGE AMBULANCE CORPORATION OF THE ISLIPS

VOLUNTEERS SINCE 1951

PO BOX 1, EAST ISLIP, NEW YORK 11730

www.exchangeambulance.com

EMPLOYMENT OPPORTUNITY

Employee Supervisor

Full-Time | Salary Range: \$83,000–\$91,500 annually, based on experience

Reports To: Board of Directors

Position Summary

The Employee Supervisor is responsible for the supervision and administrative oversight of all employed EMTs and Paramedics. This position manages employee performance, attendance, payroll review, training, compliance, onboarding and offboarding, discipline, evaluations, and personnel documentation.

The Employee Supervisor will participate in the agency's Quality Assurance/Quality Improvement (QA/QI) process; serve as the agency's Narcotic Control Officer and, when designated, fulfill the responsibilities of the agency's controlled-substance agent in accordance with NYSDOH/Bureau of Narcotic Enforcement requirements and Medical Director authorization. The position includes significant administrative responsibilities while remaining operationally available to respond to EMS alarms when needed.

Primary Responsibilities

- Supervise and support all employed EMTs and paramedics.
- Manage employee onboarding, orientation, credentialing, and offboarding.
- Monitor attendance, punctuality, timekeeping, payroll accuracy, and policy compliance.
- Address employee performance concerns through coaching, counseling, corrective action, and discipline.
- Conduct employee performance evaluations and maintain appropriate documentation.
- Investigate employee complaints, policy violations, and performance concerns.
- Coordinate and track required employee training, continuing education, and remediation.
- Participate in QA/QI activities, including review of patient care documentation and employee follow-up when concerns are identified.
- Serve as Narcotic Control Officer and maintain controlled-substance accountability, security, inventory, and documentation.
- Maintain confidential employee records and supervisory documentation.
- Provide updates and recommendations to the Board of Directors regarding employee performance, attendance, compliance, and disciplinary matters.
- Respond to EMS alarms and operational incidents as a paramedic, supervisory resource or additional resources as needed

Minimum Qualifications

- Current New York State paramedic certification in good standing.
- Current RSI paramedic credentialing/authorization.
- Minimum of five years of experience working as a paramedic.
- Previous EMS leadership, supervisory, instructor, management or comparable experience.
- Current BLS, ACLS and PALS certification.
- Valid New York State driver's license with an acceptable driving record.
- Strong leadership, organizational, communication, and documentation skills.
- Ability to appropriately safeguard and maintain confidential employee and patient information.
- Working knowledge of EMS operations, scheduling, payroll/timekeeping, and common administrative software (Microsoft Office).
- Proficiency with ESO patient care reporting (ePCR) system.

Preferred Qualifications

- Experience with QA/QI, narcotic control, employee evaluations, investigations, and progressive discipline.
- EMS instructor experience.
- Previous experience hiring, interviewing and/or recruiting candidates; talent selection.
- College education in EMS, Emergency Management, Healthcare Administration, Business Administration, Human Resources, or a related field.

Compensation & Benefits

Annual Base Compensation: \$83,000–\$91,500, based on experience and qualifications and a 40-hour work week. Full-time benefits may include medical, dental, and vision insurance; paid vacation, sick, and holiday time; retirement benefits; and paid EMS continuing education and recertification.

The Employee Supervisor will work a 40-hour schedule based on the administrative, supervisory, and operational needs of the agency. Some evening, weekend, or off-hours availability may be required.

Interested parties should send their cover letter, resume and credentials to
BOD@exchangeambulance.org

Please send resumes prior to deadline of Monday October 5th, 2026 at 17:00.

Exchange Ambulance Corp. of the Islips is an Equal Opportunity Employer. Employment decisions are made without regard to any characteristic protected by applicable federal, state, or local law.