JOBS DESCRIPTION

Position: Operations Manager

Reports To: Chief Operating Officer

Status: Full Time/Salaried

About Thorne Ambulance Service:

Thorne Ambulance Service, LLC (TAS) is a family owned and operated medical transportation service, serving the Upstate of South Carolina. In January of 2010, TAS began operations, and has expanded to include the addition of ambulatory/wheelchair and health education divisions. As a rapidly growing organization, it is imperative to have a qualified and responsible Operations Manager on the TAS team. Please see further on this job announcement below:

Position Responsibilities

Duties and responsibilities include, but are not limited to:

• Patient advocacy
• Supervision of communication and field staff to ensure smooth operability
• Maintenance and revision of internal/external compliance programs
• Attendance at meetings/conferences as requested by superiors
• Disciplinary Action as needed
• Customer and team member satisfaction
• Delivery of patient care as needed
• Adherence to the mission, vision and SOPs of the organization
• Reduce the overall operating costs of the organization
• Additional responsibilities as assigned

Position Requirements:

• High School Diploma, College Degree preferred
• 5+ years documented EMS experience (or related public service field)
• 3+ years documented managerial experience
• Have and maintain National and State certification as a Paramedic
• Valid CPR, ACLS, PALS (or PEPP), and PHTLS/ITLS
• Excellent People Skills
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• Organized & Focused
• 21+ years of age with a clean driving record (due to driving requirements)
• Clear SLED check (reassessed annually)
• Additional information as determined by organization
• Ventilator transport experience (preferred)
• AHA BLS Instructor (within 6 months)

**Benefits:**

Excellent Salary & Incentives (Negotiable & DOE)
Health Insurance
Dental Insurance
Life Insurance
Paid Uniforms
Paid Time Off (PTO)
In-Service Training
Opportunities for Advancement

**Application Process:**

• Submission of resumes WITH references to Sarah Thorne at:
  sthorne@thorneambulance.com
• Review and approval of received resumes
• Interview with COO & CEO
  *Please do not contact our office via phone in reference to this posting. Position will be open until filled.*

**Mission Statement:**

*Thorne Ambulance Service strives to provide the highest quality medical services by demonstrating the highest standard of care to everyone that we encounter. It is our privilege to assist our community through the utilization of properly trained personnel, quality equipment, and to exhibit a high level of commitment to every one of our customers. Each member of the Thorne Ambulance Service team provides the essential foundations required in today’s marketplace. The highest moral and ethical standards will be employed to ensure our commitment to quality and professionalism.*

Learn more about our organization at [www.ThorneAmbulance.com](http://www.ThorneAmbulance.com), and follow us on Facebook.