

*Reports to:* Director of Operations

*Responsibilities:*

1. The Supply Coordinator is responsible for the distribution of all patient care equipment and supplies necessary for effective daily operations.
2. The Supply Coordinator will assist in the research and acquisition of new equipment.

*Principal duties: (include, but are not limited to)*

1. Assures adequate inventory of supplies are available at all times to assure appropriate patient care and compliance with State and Local regulations.
2. Provide weekly list of supplies for purchase.
3. Assist in the inventory and exchange of medications.
4. Assures that all new ambulance service vehicles are in full compliance with DOH regulations prior to being placed in service.
5. Maintains certifications.
6. Other duties as assigned.

*Qualifications:*

1. Minimum AEMT-I certification, AEMT-CC/P preferred.
2. Knowledge of State and Local laws and regulations pertaining to EMS.
3. Effective written and verbal communication skills.

*Effective:*

October 2003