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PLEASE POST

Job Posting Regional EMS Education Coordinator

Seven Mountains EMS Council has an immediate opening for the position of Regional EMS Education Coordinator. The Education Coordinator is the lead staff member for training/certification issues and is responsible for assisting in planning for, quality control of, and candidate evaluation upon successful completion of Department of Health EMS/Rescue programs conducted within the Region. S/He will also cooperate with other individuals & organizations to assure that sufficient continuing education and ancillary training programs are offered within the Region.

Candidates need to demonstrate a history of self-motivation, multi-tasking, and have command of the English language – both written & verbal. Must be computer savvy with the ability to navigate/troubleshoot database and other computer programs. Current PA DOH EMS-Instructor and BCLS-Instructor certifications are required (if not currently certified, must successfully complete within six months). A degree in a healthcare or related field is preferred but not required.

Seven Mountains EMS offers a competitive wage and benefit package to include paid vacation & sick days, healthcare & dental insurance and a retirement plan. Applicants should forward a resume & cover letter to the attention of Tim Nilson, at the address above, or forward the documents via e-mail to tnilson@smemsc.org. Anticipated start date for the Education Coordinator is early to mid-October 2019.

A copy of the position description is included with this announcement. For additional information please contact the Council office.

Seven Mountains EMS Council is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, age, or disability.

Seven Mountains EMS Council

Position Description

Position Title: Regional Education Coordinator

Reports To: Executive Director

Prepared By: Tim Nilson

Approved By: Executive Board

Date: May, 2016

Date: June, 2016

Primary Function: Under the direction of the Council Board of Directors, through the Executive Director, the Regional Education Coordinator will have primary responsibility for the planning, coordination, and evaluation of regional Emergency Medical Service (EMS) and ancillary program offerings to insure an adequate supply of practitioners within the region. The Education Coordinator will also be the lead staff person for training and/or Department of Health Bureau of EMS (BEMS) certification/recognition issues.

Duties and Responsibilities:

- In cooperation with training institutes, continuing education sponsors, and regional EMS instructors - develops a comprehensive schedule of basic and continuing education course offerings (including EMSVO) based on identified needs.
- Provides regional coordination and oversight of EMS program offerings to insure compliance with DOH policies/guidelines and regional objectives.
- Cooperates and coordinates with other emergency service training organizations to assist in providing sufficient numbers and quality of ancillary training such as, but not limited to, Haz-Mat, Counter-terrorism including WMD, and EMS Management.
- Coordinates workshops, classes, and meetings - as needed - to insure that a sufficient number of qualified, knowledgeable instructors are available to conduct EMS training programs within the Region.
- Provides regional leadership and BEMS coordination on training issues - to include DOH databases (EMS Registry, LMS), training/certification reports and paperwork, processing of certification materials, and the certification by endorsement process.
- Attends, participates in, and provides regional representation at meetings, workshops, conferences, etc.
- Is the staff lead to the Regional Training committee.
- Coordinates the regional EMS evaluator team and schedules/conducts DOH certification exams in accordance with regional and BEMS policies.
- Assists with inventory/tracking of regional training equipment and supplies, including purchases and maintenance, and coordinates issuing of such across regional training programs as needed.
- Prepares a written overview of program activities for Regional Council meetings.
- Conducts periodic EMS system review (audit) and analysis of educational programs and their delivery throughout the region.
- Assists with other regional EMS system projects as available.
- Other duties as assigned by the Executive Director.

Qualification Requirements:

Education/Experience:

- High school diploma or general education degree (GED) is required; baccalaureate degree in a related discipline preferred.
- Applicant must have a history of involvement in the delivery of emergency medical services education for a minimum of two years prior to appointment.
- Applicant must demonstrate a history of self-starting initiative, administrative ability and communications skills.
- Applicant must demonstrate the ability to use a personal computer to perform tasks such as word processing, data entry, electronic mail, and other business applications.

Language Skills:

- Applicant must be able to hear, speak, read, write and comprehend the English language to convey or exchange information in person, telephone, and written forms.
- Applicant must demonstrate an ability to write and/or understand technical reports and materials.
- Applicant must be well spoken and be capable of making presentations to community groups and EMS practitioners.

Certificates, Licenses:

- Valid PA driver's license with good driving record.
- EMS certification & current registration as an EMT or higher. Certification within the PA Rescue program is preferred but not required.
- Currently registered PA DOH EMS-Instructor and BCLS-Instructor certifications are required (if not currently certified, must successfully complete within six months).
- Other 'specialty' instructor certifications are preferred but not required.

Other Skills & Abilities:

- Ability to establish and maintain an effective working relationship with co-workers, providers, practitioners, and the community.
- Ability to perform duties with an awareness of Regional/BEMS policies and requirements.
- Ability to motivate and energize regional EMS instructors/evaluators to achieve the optimal delivery of services.
- Ability to deal with people beyond giving or receiving instructions. Must be adaptable and able to maintain composure, remaining professional and a rational demeanor, when performing under stressful conditions, including dealing with potentially upset or angry persons.

Physical Demands*:

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, or crouch. The employee must frequently lift, move, and/or carry up to 50 pounds and occasionally up to 80 pounds; and occasionally push/pull up to 100 pounds. Specific vision abilities for this job include close vision, ability to adjust focus, and ability to withstand extended use of Video Display Terminals. The employee is often required to meet deadlines and/or make decisions with time constraints and occasionally while interacting with the public in addition to meeting multiple demands from several people. Travel frequently required within the region and occasionally across the State. As an emergency service position, employee is subject to recall, retention as needed to successfully handle a situation; this is a seldom occurrence and appropriate compensation will be awarded.

Work Environment*:

While performing the duties of this job, the employee regularly works indoors and will occasionally work outdoors. The noise level in the work environment is usually low to moderate. The Regional Education Coordinator is a salaried, exempt position based on 40 hours per week which is normally required to successfully meet job expectations. Office schedule is 8:00 am till 4:30 pm, Monday through Friday excluding holidays and a majority of the employee's work schedule is built around eight (8) hours daily within that timeframe; but, the Regional Education Coordinator will, with some frequency, have evening and/or weekend functions/ duties. Working with the Executive Director, the Regional Education Coordinator will modify his/her weekly work schedule, as required, to achieve position objectives. Occasional overnight travel is required.

*The characteristics/demands described here are representative of those that the employee will normally encounter/need to meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained herein are intended to describe the general nature and level of work being performed [in compliance with the American with Disabilities Act (A.D.A.)] and is not an exhaustive list of the responsibilities, duties, and skills required for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

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