

POSTING

JOB TITLE: EMS REGIONAL FIELD COORDINATOR

DEPARTMENT: DEPARTMENT OF PUBLIC SAFETY – EMERGENCY MEDICAL SERVICES

SUPERVISOR: WENDY HASTINGS, EMS PROGRAM MANAGER

**SALARY: FULLY QUALIFIED SALARY \$35,289.56 (SEE JOB REQUIREMENTS)
NOT FULLY QUALIFIED SALARY \$32,321.60**

HOURS: 37.5 HOURS WEEKLY

OPENING DATE: IMMEDIATELY

DESCRIPTION

Individual is responsible for the development and execution of specific projects as outlined in accordance with the EMS Act 37 for Lycoming, Tioga, and Sullivan Counties. Responsibilities include public information and education, quality assurance, EMS Agency licensure, & Voluntary Rescue recognition, data collection and analysis, research and evaluation, and assistance with emergency services training. Works in conjunction with emergency service agencies and hospitals in the region.

SPECIFIC DUTIES

- Responsible for citizen awareness programs that will provide for prevention and prompt recognition of medical emergencies, access to the EMS system, and basic emergency medical care techniques prior to the arrival of EMS personnel.
- Works in conjunction with the communications personnel to improve citizen's access to emergency services, emergency services telecommunications training and direct medical intervention, and response to illnesses and/or injury to individuals.
- Assists in the comprehensive review and evaluation of the quality of EMS being offered by all levels of emergency care personnel.
- Responsible for the coordination of the LTS EMS Strike Team, maintaining team member records, credentialing, equipment, training, and serve as a liaison between the PA DOH Bureau of EMS for the distribution of information related to potential deployment or training.
- Serves as staff member to the following committees: Public Information & Education, Advanced Life Support, Continuing Quality Improvement (CQI), Field Response and Transportation, and Rescue Task Force.
- Prepares appropriate reports and data analysis as requested/required to the Department of Health.
- Assists with regional training programs for local emergency services, i.e., scheduling, orientation of course coordinators and instructors, and testing.

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SPECIFIC DUTIES (CONTINUED)

- Coordinates and conducts EMS Agency's licensures (air ambulances, advance life support (ALS) ambulances, ALS Squads, basic life support (BLS) ambulances, BLS squad, critical care (CCT) ambulances, intermediate advance life support (IALS) ambulances, IALS squads, quick response services (QRS), and EMS agency station inspection). Volunteer rescue service Recognition to include vehicle machinery on levels of basic, operational, and advance and processes all necessary paperwork for recognition/licensure. Voluntary Rescue Service Recognition inspection for swift water with five different levels of certification.
- Assists in the preparation of the EMS annual work plan and budget.
- Serves on appropriate Pennsylvania Emergency Health Services Council committees as delegated.
- Maintain database of CLIA (Clinical Laboratory Improvement Amendments (certificates and remind agencies of expiration) for EMS Agencies in the Region. Process requests from Pennsylvania Department of Transportation for Fatal Crash EMS information from incidents that occurred in Lycoming, Tioga, and Sullivan Counties.
- Receive and process EMS agencies emergency vehicle accidents or incidents causing injury to EMS provider.
- Serves as staff of the County Emergency Operations Center for drills, exercises, and disasters.
- Foster relationships with partner organizations for the distribution of information, public education, and prevention activities.
- Other related job functions as required.

SUPERVISORY RESPONSIBILITIES

N/A

WORKING CONDITIONS

Individual will report directly to the EMS Program Manager. Primarily working in an office environment, but required to do on-site inspections of emergency vehicles in the Lycoming, Tioga and Sullivan counties region, as well as coordinating/participating in programs outside office. Required to attend some evening meetings. Due to the nature of service provided by the Department of Public Safety, required to be on-call for emergency incidents in the County.

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JOB REQUIREMENTS

- Fully qualified requirements include a Bachelor's degree in Emergency Medical Services or related field, and two (2) years of experience.
- Basic EMT certification and instructor qualification required.
- Excellent verbal and written communications skills.
- Must possess a valid Pennsylvania Driver's License.
- Must submit to and pass a Drug and Alcohol screen per County policy.

LYCOMING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

POSTED TUESDAY, DECEMBER 1, 2020

INTERESTED CANDIDATES SHOULD SUBMIT A LETTER OF INTEREST ALONG WITH AN UPDATED RESUME TO THE HUMAN RESOURCES OFFICE.