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Please Post

Seven Mountains EMS Council has the following full-time position open for immediate hire:

EMS PROGRAM SPECIALIST is responsible for maintenance/expansion of the Commonwealth wide Cardiac Arrest Registry to Enhance Survival (CARES) program as well as EMS system development activities within the Region. EMS Program Specialist will promote participation within the CARES registry while ensuring a thorough, valid dataset. (S)he will also champion the EMS system - working with agencies, providers & stakeholders - to assure a comprehensive EMS system ready & able to respond.

This motivated, detail-oriented person needing minimal oversight will collaborate with various national, state, regional and local agencies & organizations to accomplish these objectives. This position will be based out of Centre and/or Snyder County and will require relationship maintenance/building through the Commonwealth as well as our nine-county region of Central Pennsylvania. Candidate must be a current EMS provider; have substantial experience functioning within and knowledge of the Commonwealth EMS system; and have excellent people skills. Experience working with databases and other electronic media/applications is preferred and highly recommended.

A complete job description is available at www.smemsc.org. Resumes will be accepted until the position is filled. SMEMSC offers a competitive wage and benefit package and is an equal opportunity employer.

Questions and/or resumes should be directed to:

Executive Director
Seven Mountains EMS Council
523 Dell Street
Bellefonte, PA 16823

Seven Mountains EMS Council

Position Description

Position Title: **EMS Program Specialist**
Reports To: Executive Director
Prepared By: Tim Nilson
Approved By: SMEMSC Board of Directors

Date: December 2021

Date: January 2022

Primary Function: Under the direction of the Council Board of Directors, through the Executive Director, the EMS Program Specialist will have primary responsibility for the Cardiac Arrest Registry to Enhance Survival (CARES) program throughout the Commonwealth as well as EMS system development programs/projects within our region. The EMS Program Specialist is responsible for maintenance and expansion of the Commonwealth CARES program to include on-boarding new EMS agencies and hospitals; troubleshooting/supporting current EMS & hospital participants; validating the accuracy & completeness of registry data; and preparing data reports as authorized. EMS Program Specialist is a champion for maintaining forward momentum of the regional EMS system – both internally and externally – through development, integration, and stakeholder system awareness. As a member of the Regional EMS team, (s)he will work hand-in-hand with others in supporting and improving prehospital care delivery throughout Central PA.

Duties and Responsibilities:

- Responsible for maintenance of the Cardiac Arrest Registry to Enhance Survival (CARES) program throughout the Commonwealth to include data collection & auditing; agency onboarding & liaison; annual & other reporting. Works to assure that the registry is a comprehensive, accurate reflection of cardiac arrest care & survivability within the Commonwealth.
- Responsible for all aspects of the regional “Patient Care Report” (PCR) data collection activities to include vendor interactions, software deployment & troubleshooting assistance, and coordination of data exchange between the regional agencies and the Commonwealth data bridge.
- Is the staff representative to the Regional Medical Advisory (MAC), Continuous Quality Improvement (CQI) committees.
- With input from the Regional Quality Improvement Committee (QI), Regional Medical Advisory Committee (MAC) and/or Regional Medical Director; develops programs/processes by which (s)he conducts periodic EMS system audits (to include educational programs) to improve EMS system delivery – both clinical and customer service - throughout the region.
- On behalf of the Regional QI Committee, develops activities/studies to acquire useful data that can be used to drive system development/improvement. After review of the data, leads the development of programs to achieve the desired outcome.
- Staff lead for Regional EMS Outreach programs/activities including, but not limited to, regional newsletter; PSAs; homepage and other electronic media outlets.
- May represent Council at various system developmental & operational level meetings – from DOH planning meetings through agency/community informational sessions.
- Assists with & participates in other regional activities including, but not limited to, agency/facility licensure inspections; Recruitment/Retention/& Recognition activities; Preparedness for and incident response; EMS provider safety initiatives; and normal, day-to-day office responsibilities.
- Prepares a written overview of program activities for Regional Council meetings.

- Other duties as assigned by the Executive Director.

Qualification Requirements:

- Education/Experience:
- High school diploma or general education degree (GED) is required; baccalaureate degree preferred.
 - Applicant must have a history of involvement in the delivery of emergency medical services.
 - 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 driver’s license with good driving record.
 - EMS certification, and current registration, as an EMS provider (EMT minimum). ALS certification is preferred.
 - PA DOH EMS-Instructor and other certifications/recognitions are encouraged.
- Other Skills and 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 Commonwealth/Regional policies and requirements.
 - Ability to deal with people beyond giving or receiving instructions. Must be adaptable and able to maintain composure, maintaining professionalism and a rational demeanor, when performing in stressful situations including potentially dealing with confrontational individuals.

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 frequently required to reach with hands and arms and stoop, kneel, or crouch; employee will assist in the maintenance of equipment and stocking/movement of supplies; therefore, must be able to transverse over even as well as rough terrain – both inside & outside – while potentially carrying, pushing, or pulling equipment/supplies. 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 with company vehicle, or compensation, being provided.

Work Environment*:

While performing the duties of this job, the employee regularly works indoors but will frequently work outdoors. Work area is normally clear and unencumbered with minimal to no trip hazards; but, in some situations, austere and/or cluttered environments may be encountered. The noise level in the work environment is usually low to moderate but at times may be loud – such as when doing fieldwork such as licensure inspections (appropriate hearing safety devices are provided). Office schedule is 8:00 am till 4:30 pm, Monday through Friday excluding holidays. The EMS Program Specialist is a non-exempt, hourly employee based on 40 hrs./ weekly normally required to successfully accomplish position objectives. The EMS Program Specialist will, with some frequency, have evening and/or weekend functions/duties for which he/she is allowed to modify his/her schedule as long as program and position objectives are accomplished and ‘out-of-office’ time is coordinated amongst staff. Occasional overnight travel will be 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 were performed by individuals who formerly held similar positions 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.

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