



SOUTH LYON FIRE DEPARTMENT

217 WHIPPLE STREET, SOUTH LYON, MI 48178-1113

(248) 437-2616 - SOUTHLYONFIRE.COM

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EMS Coordinator (part-time)

Department Overview

The South Lyon Fire Department (SLFD) protects the City of South Lyon in southwest Oakland County in the metropolitan Detroit area. SLFD operates with paid-on-call firefighters. The City of South Lyon has over 12,000 residents residing in 3.5 square miles with a historic downtown and several commercial developments. The city is administered via a city-manager form of government with a mayor and six council members. SLFD operates as a basic life support non-transport agency and is governed under the Oakland County Medical Control Authority.

Position Overview

SLFD is seeking a part-time EMS Coordinator. The position usually works independently but is under the direct supervision of the deputy fire chief. This is a civilian, non-ranking position. This EMS coordinator position will not typically participate in emergency response.

SLFD does not have an administrative assistant, and this position will be required to handle all reports, correspondence, letters, and mailings relating to the duties of the position. There is no desire / funding by the fire department or city to make this a career / fulltime position. The EMS coordinator position has flexibility of hours worked, but there is a requirement to occasionally teach weeknight and weekend courses.

- Ensure compliance, reporting, and licensing with the Oakland County Medical Control Authority and State of Michigan
- Maintain employee Infection Control and Exposure Plan
- Maintain EMS Quality Control plan
- Track personal EMS licensure
- EMS training to meet OCMCA requirements
- Plan and implement continuing education credits for personal medical licenses
- EMS report quality improvement process

Required Knowledge, Skills, Abilities and Minimum Qualifications

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Position description: <http://www.southlyonfire.com/wp-content/uploads/2017/05/212-EMS-Coordinator.pdf>

Requirements include the following:

- Graduation from high school or GED equivalent.
- State of Michigan licensed Emergency Medical Technician or above (required)
- State of Michigan licensed Instructor Coordinator (required)
- Current BLS for the healthcare provider and BLS instructor



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- Must possess a current, valid State of Michigan Driver's License with a driving history that does not create liability concerns, e.g., convictions of reckless driving, careless driving, suspended license, or convictions involving drinking and impaired driving. Must have and maintain a good driving record.
- Minimum of three years of experience in emergency medical services delivering pre-hospital care.
- Ability to understand and follow oral and written directions, instructions, and procedures.
- Ability to establish effective working relationships and use good judgment, accept lines of authority, and utilize initiative and resourcefulness when dealing with all fire department staff, city staff, and the public.

Compensation

\$20.60 / hour

Process

Submit a cover letter, application (available at southlyonfire.com), copies of relevant EMS licensure, and resume including three professional references to:

South Lyon Fire Department
217 Whipple Street
South Lyon, MI 48178
Attn: Fire Chief

The application packet can also be emailed to: firechief@southlyonmi.org

SLFD must be in physical receipt of all applications by 5:00 PM on Friday, June 2, 2017. It is hoped that the successful applicant will start employment in June 2017.

Questions should be directed to Fire Chief Mike Kennedy – firechief@southlyonmi.org.