

JOB POSTING

EDUCATION COORIDINATOR

EMERGENCY MEDICAL SERVICES

Permanent Full-Time

\$22.67 - \$26.62 per hour

General Summary

Under the direction of the Emergency Services Director & Deputy Director, plans and implements education and training programs to enhance and/or maintain the knowledge and skills levels necessary to provide quality emergency medical care in the pre-hospital setting. Coordinates the initial education offerings of the department to maintain and adequate work force. Works closely with the CQI Supervisor/Privacy Officer to identify inappropriate trends in patient care practices and techniques and targets education and training to reverse those trends.

Employment Qualifications

Education: Technical training equivalent to college level coursework in Emergency Services.

Experience: Three years of progressively more responsible experience providing medical care as a Paramedic & Instructing as an Instructor Coordinator.

Other Requirements: Michigan licensure as a Paramedic Instructor Coordinator is required for initial and continued employment. Possession of a valid Michigan Vehicle Operator's License.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.*

EDUCATION COORIDINATOR EMERGENCY MEDICAL SERVICES

Ability to pass physical agility and strength test administered by the department.
Ability to carry injured person on cot, backboard and stretcher as part of a two-person team.
Ability to carry persons on cot, stretcher, backboard or stair chairs up and down stairs, over rough terrain as part of a two-person team.
Ability to lift injured person from floor, from cot to ambulance, from cot to bed and in other lifting situations as part of a two-person team.
Ability to lift and carry various emergency medical equipment weighing up to 70 lbs.
Ability to perform rescue operations in rough terrain and in hard to reach locations.
Ability to drive rescue vehicle in all types of weather conditions and at all times of day and night.
Ability to work in cramped body positions.
May work in the same position for extended periods during extrications.
Squatting, stooping, kneeling and reaching to perform rescue operations.

Working Conditions:

Exposure to contagious diseases.
Exposure to extreme changes in temperature.
Required to work in all types of weather conditions.
Exposure to persons in various emotional states, as well as under the influence of alcohol and/or drugs.

Applications are available online at www.montcalm.org, or outside the Controller's Office. They will be accepted in the Montcalm County Controller's Office at 211 W. Main Street, PO Box 368, Stanton, MI 48888, no later than 4:00 p.m. on Friday, August 2, 2019. EOE

MONTCALM COUNTY

9. Performs various public relations activities to assist in maintaining a positive image in the community. Makes presentations to various community groups and conducts classes related to emergency medical services.
10. Regularly performs all of the duties of a Paramedic.
11. May schedule personnel to maintain adequate coverage on all Advanced Life support ambulances.
12. May perform Quality Improvement functions for the department including employee counseling on patient care activities and run report documentation.
13. May conducts skill testing to verify competency of Emergency Services personnel to offers of employment.

Other Functions

14. May serve as the EMS provider liaison on Medical Control Authority.
15. May serve as a member of the Professional Standards Review Organization.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications

Education: Technical training equivalent to college level coursework in Emergency Services.

Experience: Three years of progressively more responsible experience providing medical care as a Paramedic Instructor Coordinator. Certification as an Instructor for BCLS, ACLS, ITLS, & PEEP preferred.

Other Requirements: Michigan licensure as a Paramedic Instructor Coordinator is required for initial and continued employment. Possession of a valid Michigan Vehicle Operator's License.

MONTCALM COUNTY

EMERGENCY MEDICAL SERVICES EDUCATION COORIDINATOR

General Summary

Under the direction of the Emergency Services Director & deputy Director, plans and implements education and training programs to enhance and/or maintain the knowledge and skills levels necessary to provide quality emergency medical care in the pre-hospital setting. Coordinates the initial education offerings of the department to maintain and adequate work force. Works closely with the CQI Supervisor/Privacy Officer to identify inappropriate trends in patient care practices and techniques and targets education and training to reverse those trends.

Essential Functions

1. Coordinates and instructs initial and continuing education while maintaining the counties education sponsorship with the state of Michigan.
2. Working closely with the CQI Supervisor/Privacy Officer, identifies deficiencies in knowledge and skills and develops and presents education and training programs designed to address those deficiencies.
3. Maintains records of education and training programs and plans future education and training programs such that EMS personnel in the ALS and Rescue Divisions may attend and receive continuing education credits to maintain their licensure(s).
4. Regularly meets with personnel to test skills and knowledge levels and counsel those personnel regarding their deficiencies. Plans and implements individualized education and training programs for individuals with specific deficiencies.
5. Works to establish and maintain responder knowledge and certifications as required by the MCA and State Law.
6. Regularly meets with other management staff to review past and plan future activities and initiatives.
7. Oversees the maintenance of records and preparation of reports related education and training activities and prepares summary reports of those activities.
8. Attends seminars, workshops, continuing education courses and in-house training sessions to maintain licensure and remain current on the latest methods, techniques and procedures regarding emergency medical services.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements [*This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements*]:

- Ability to pass physical agility and strength test administered by the department.
- Ability to carry injured person on cot, backboard and stretcher as part of a two-person team.
- Ability to carry persons on cot, stretcher, backboard or stair chairs up and down stairs, over rough terrain as part of a two-person team.
- Ability to lift injured person from floor, from cot to ambulance, from cot to bed and in other lifting situations as part of a two-person team.
- Ability to lift and carry various emergency medical equipment weighing up to 70 lbs.
- Ability to perform rescue operations in rough terrain and in hard to reach locations.
- Ability to drive rescue vehicle in all types of weather conditions and at all times of day and night.
- Ability to work in cramped body positions.
- May work in the same position for extended periods during extrications.
- Squatting, stooping, kneeling and reaching to perform rescue operations.

Working Conditions:

- Exposure to contagious diseases.
- Exposure to extreme changes in temperature.
- Required to work in all types of weather conditions.
- Exposure to persons in various emotional states, as well as under the influence of alcohol and/or drugs.