

ASSISTANT COORDINATOR, EMS

DISTINGUISHING FEATURES OF THE CLASS: This is coordinating and technical work of a moderately complex nature involving a responsibility for assisting the Coordinator, EMS, in overseeing and administering the various programs and functions of the Emergency Medical Services (EMS) division of the Department of Health. The work is performed under the general supervision of the EMS Coordinator and work guidance (e.g. lead work) may be provided to others. Does related work as required.

TYPICAL WORK ACTIVITIES:

Organizes and coordinates County-sponsored training programs (e.g. New York State EMS courses, CPR, Hazardous Materials);
Processes and maintains program and student documentation;
Acts as an EMS instructor, as needed;
Acts as liaison with volunteer agencies in order to coordinate EMS training;
Verifies credentials of instructors and processes applications;
Monitors programs and instructors to ensure adherence to EMS training standards;
Prepares summary of training progress and related observations to the Coordinator, EMS;
Oversees the ordering of training supplies;
Assumes the responsibilities of the Coordinator, EMS in his/her absence, including but not limited to acting as the on-site chief EMS commander during all potential and actual mass casualty events in the County requiring a multi-agency response;
Assists in coordinating emergency medical services delivery among the volunteer EMS organizations, private paramedic units, hospitals and private ambulance services;
Reviews reports and activities of the County EMS volunteer Deputy Coordinators;
Attends and/or coordinates local, state and regional EMS meetings as necessary;
Prepares reports, as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of emergency medical services, especially ambulance services; good knowledge of County resources for providing emergency services; good knowledge of Federal, State and local laws governing the provision of emergency medical services; good knowledge of emergency medical services training standards; ability to plan and coordinate emergency medical training programs; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative relations with others; ability to act for and in place of the Coordinator.

(over)

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and three (3) years of full-time (or equivalent pro-rated part-time) voluntary or paid experience in recognized emergency medical services as an Emergency Medical Technician or an Emergency Medical Services instructor, one (1) year of which must have substantially involved supervisory and/or administrative duties.

NOTE:

1. An Associate's degree may be substituted for two (2) years of the general experience stated above.
2. Education beyond high school in a health-related field (e.g. nursing, public health) may be substituted for the required general experience on a year-for-year basis.
3. Neither voluntary nor paid experience as an ambulance driver is qualifying.

SPECIAL REQUIREMENTS: At the time of appointment and throughout employment, the candidate must possess the following certifications:

1. NYS Certified Emergency Medical Technician;
2. NYS Certified Laboratory Instructor (CLI) or a NYS Certified Instructor Coordinator (CIC);
3. CPR Instructor certified by the American Heart Association and/or the American Red Cross or National Safety Council Certification in CPR and First Aid;
4. Hazardous Materials Technician certification by NYS EMS or the Environmental Protection Agency (EPA) or the National Fire Protection Agency (NFPA);
5. Certified by ASHI (American Safety Health Institute).