

## **EMERGENCY MEDICAL SERVICES COORDINATOR\*\***

**DISTINGUISHING FEATURES OF THE CLASS:** This is coordinating and liaison work of a moderately complex nature which involves responsibility for providing efficient emergency medical services (EMS), especially volunteer and private services, and for the administration of EMS training programs and planning functions. The work also involves the coordination for large-scale planned events and response to natural and other disasters or mass casualty incidents. An employee in this class may be required to respond to and work emergencies at other than normal working hours. The work is performed under the general supervision of the Commissioner of Health and supervision is provided to technical and volunteer EMS staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Develops and implements systems in order to ensure the efficient dispatch of volunteer EMS personnel;

Develops, reviews, and maintains county-wide emergency medical services response plans (i.e. communications, mutual aid, mass casualty, etc.);

Assists in the development and review of county-wide comprehensive plans, in collaboration with county-wide planning team comprised of local fire, police, hospitals, business owners, etc.;

Serves as liaison among volunteers, private paramedic units, hospitals, and private EMS agencies and coordinates services among them, as required by laws and regulations;

Coordinates training for all county volunteer and commercial EMS services including broadening courses and training in equipment utilization, in accordance with State and Regional EMS regulations;

Coordinates the use of ambulances in preparing for and providing emergency medical transportation during an event;

Attends local and regional meetings including council meetings (e.g. EMS Council, Local Emergency Planning Council, Indian Point, HELP, FEMA);

Participates in the planning and activation of the Rockland County Emergency Operations Center and Incident Command Structure by conducting county-wide table-top and full-scale exercises to effectively evaluate emergency response plans, provide training opportunities, and assist with the purchase of necessary equipment and supplies;

Provides input and prepares information regarding the general administration of emergency medical services, including budget preparation, policies and procedures and grant administration;

Coordinates and implements procedures for special programs and projects, as assigned.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles and techniques of emergency medical services; thorough knowledge of county resources for providing emergency medical services; thorough knowledge of federal, state and local laws governing the provision of emergency medical services; good knowledge of New York State Emergency Medical Services Code; ability to coordinate a variety of public and private agencies and organizations providing emergency medical services; ability to supervise the work of others; ability to communicate effectively, both orally and in writing; ability to prepare written material; ability to establish and maintain cooperative working relationships with others.

**MINIMUM QUALIFICATIONS:** A Bachelor's degree or higher and four (4) years full-time experience in a recognized emergency medical service as an Emergency Medical Technician\*, at least two (2) years of which was in a supervisory and/or administrative capacity.

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

1. New York State Department of Health Emergency Medical Technician (EMT) certification;
2. New York State Department of Health Certified Instructor Coordinator (CIC);
3. Cardiopulmonary Resuscitation (CPR)/First-Aid and Basic Life Support (BLS) Instructor certification by the American Heart Association and the American Safety and Health Institute;
4. Hazardous Materials Awareness certification issued by the New York State Emergency Medical Services or the Environmental Protection Agency (EPA) or the National Fire Protection Agency (NFPA);
5. Certification of completion of the National Incident Management System (NIMS) IS-100, IS-200 and IS-700 courses;
6. Must obtain National Incident Management System (NIMS) IS-300 and IS-400 certification within two (2) years of hire;
7. Possession of a valid driver's license or accessibility to transportation to meet field work assignments in a timely and efficient manner.

\*Experience as an ambulance driver will not be considered qualifying.

\*\*This reflects a retitling of Coordinator, EMS.