

LIVINGSTON COUNTY JOB DESCRIPTION

EDUCATION INSTRUCTOR COORDINATOR- EMS

Supervised By: Education Supervisor - EMS

Supervises: May assist in coordinating workflow

FLSA Status: Exempt

Position Summary:

Under the supervision of the Education Supervisor - EMS is responsible for participating in strategic long range planning to develop department educational goals, philosophy, policies and resource utilization to provide effective EMS education to employees and the community. Responsible for the research, development and implementation of initial and continuing education courses, coordination with the department's FTO system development and maintenance and assures opportunities for department employees. Develops and maintains a comprehensive public safety educational curriculum. Provides outreach and shares educational opportunities with community healthcare partners.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Assists in the research, development, and implementation of initial and continuing education programs. Provides educational training derived from departmental field data. Makes recommendations for improvement or enhancement of educational offerings.
2. Responsible for the instruction and or coordination of education programs ensuring quality educational opportunities. Researches new developments in EMS. Will assist in developing, implementing, evaluating, and updating new education programs and testing materials for field employees. Maintains and updates the training equipment inventory.
3. Provides outreach and serves as an educational resource to other county healthcare, educational, and public safety entities. Shares educational offerings and opportunities with local and regional partners.
4. Evaluates department programs by reviewing educational performance, evaluations, and other documents regarding educational offerings for compliance with operational policies and procedures.
5. May serve as an alternate member of the Washtenaw/Livingston Medical Control Authority. Serves on local committees involved in medical education related to

emergency medical services as assigned. Promotes the department's image and programs by attending events and preparing materials.

6. Assists in the coordination and maintenance of records for the American Heart Association Community Training Center, International Trauma Life Support, and the State of Michigan education records.
7. Participates in the departmental accreditation process as directed.
8. Assists with new hire field personnel orientation and scheduling of ride-along and college field internship programs.
9. Researches and identifies community education needs and determines an effective strategy for implementation.
10. May be required to perform the duties of a Paramedic or Coordinator in support of field operations.
11. Keeps abreast of legislative and regulatory educational developments, new administrative techniques, and current issues through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.
12. Performs other duties as directed.

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.

Requirements include the following:

- Bachelor's Degree in EMS, business administration or a related field and three years of progressively more responsible experience in an emergency medical operation including prior experience providing medical care.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- State of Michigan Paramedic license, State of Michigan licensed Paramedic Instructor Coordinator, American Heart Association Instructor Trainer, American Heart Association Community Training Center Manager, Hazardous Materials Operations certifications, and meet or exceed the Washtenaw/Livingston Medical Control Authority requirements.
- Certified instructor in ITLS, ACLS, PALS, PEARS, and completion of NIMS 100, 200, 300, 400, 700 and 800 courses.

- Michigan Vehicle Operator's License.
- Thorough knowledge of the principles and practices of training EMS personnel, trends in emergency medical services.
- Considerable knowledge of trends in paramedic equipment, providing paramedic services, and applying local, state and federal law, rules and regulations.
- Skill in assembling and analyzing data and preparing comprehensive and accurate reports.
- Skill in effectively communicating ideas and concepts orally and in writing.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units, professional contacts, elected officials, and the public.
- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
- Skill in the use of office equipment and EMS technologies, Microsoft Suite applications and specialized EMS software, databases and equipment.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents, and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 15 lbs. without assistance. Accommodation will be made, as needed, for employees required to lift or move objects that exceed this weight.

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate. However, the incumbent could also be assigned to duties as a field supervisor/Paramedic if conditions warrant. In this situation, the incumbent could be exposed to unsanitary or unhygienic materials, individuals and situations in the course of performing required duties.