



Title: Emergency Medical Services Coordinator

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from EMS Chief.

This is a non-supervisory job classification

MINIMUM QUALIFICATIONS

- **Education:** Two-year Associates degree or equivalent.
- **Experience:** Minimum of three years related experience. Requires a working knowledge of specialized practices, equipment and procedures.
- **Licenses/Certifications/Special Requirements:**
 - Either licensure as a Registered Nurse, Nurse Practitioner, or certification as a Paramedic or Physician Assistant upon hire.
 - Valid AZ Drivers License upon hire.
 - Instructor certification in CPR, ACLS, PEPP and PALS within one year of hire.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.
- Experience in Quality Assurance
- Experience with electronic patient care documentation systems
- Experience with EMS Instruction.
- Bachelors degree or above in a health care related field or Public Safety Administration.
- Experience in providing direction to administrative support staff.

JOB SUMMARY

The purpose of this position is to implement emergency services programs within the department. Plans and facilitates education, training, and quality assurance reviews; manages the certification process for paramedics and EMTs; implements new protocols; acts as liaison with other EMS agencies, healthcare providers and hospitals. Tracks and maintains various EMS related equipment. Maintains and creates reports and compiles data from the electronic patient care report software.



ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Facilitates and conducts training activities and educational opportunities for field personnel. Creates PowerPoint presentations; schedules; gathers needed equipment; prints materials.
2	Assists EMS Chief with new policies and goals. Gathers data; develops implementation plan; schedules training.
3	Collects and analyzes data for QA / QI process. Queries database; prints and copies for committee review; reports back to field personnel.
4	Acts as liaison with other EMS agencies, healthcare providers, hospitals, and the general public. Practices good communication skills; participates on EMS committees; resolves issues.
5	Manages certifications. Sends reminders and updates database.
6	Queries database monthly and develops reports related to ambulance transportation.
7	Facilitates CPR program. Schedules classes; provides instructor education and materials; promotes online program.



PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with "X"					
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Work Environment for this position is indicated below with "X"				
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Office	X	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, printers, fax / scanner / copier, and related software, CPAP, simulation manikins, EKG monitor, carbon monoxide monitor, EZ-10, refrigerated drug boxes, electronic patient care reporting software, PowerPoint, Excel and Word.

PROTECTIVE EQUIPMENT REQUIRED:

None required.