

## **EMS Education Coordinator**

**DEFINITION:** Under general supervision, identifies, implements, provides and evaluates a variety of staff training programs. Assesses and reports on effectiveness of the programs, status of individual attendees and maintains records on certificates.

**ESSENTIAL FUNCTIONS:** (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)

### **TASKS:**

Performs a variety of functions and duties in support of staff training needs; identifies, assesses, recommends and provides staff training programs and curriculum that meet requirements and needs of full-time and part-time EMT's and Paramedics. Investigates, reviews, assesses, and evaluates new training programs to determine applicability for development and implementation; recommends and implements approved training and orientation programs; develops training program parameters. Writes policies and procedures; develops and writes curriculum for new training programs.

Provides services as an instructor and/or program facilitator; oversees and assists in development and training of instructors; maintains and monitors records and files; identifies staffing, equipment, supplies, materials, and other needs; analyzes and reviews training programs; recommends changes to enhance effectiveness; analyzes program activities to provide relevant data; develops and presents reports outlining activities of program, serves on and works with committees; promotes program and program activities within the community. Performs other related duties as assigned.

### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of applicable State of South Carolina statutes, rules, administrative orders, policies and procedures, applicable Federal rules and requirements.

Knowledge of Laurens County Policies and Procedures.

Knowledge of basic principles and practices of organization, adult education and training methods.

Knowledge of basic principles and practices of record keeping, file and records management.

Knowledge of community educational and service resources.

Skill in establishing and maintaining cooperative working relationships with employees, the public, county departments, interested parties and the public.

Skill in communicating and producing documents and reports for public dissemination.

Skill in identifying and applying operational standards for the program.

Skill in maintaining records and files of compliance to and status of individuals.

Skill in operating a personal computer utilizing a variety of software applications.

Skill effectively communicating in both oral and written form.

### **PHYSICAL REQUIREMENTS:**

Work involves the risk of bodily harm and potential exposure to infectious diseases. Work may be outside of the normal work schedule, in various extreme weather conditions and on shifts schedule for nights and on weekends. Work may also involve the requirement to lift and carry stretchers carrying people or equipment weighing up to 200 pounds over uneven ground, up and down stairs and in other potentially dangerous circumstances.

## **EMS Training Officer - continued**

### **MINIMUM QUALIFICATIONS:**

The equivalent of an Associate's degree in Emergency Medicine or a closely related field and five (5) years of experience as a Paramedic that involved duties to provide training and teaching of skills, techniques and processes. Applicants must be able to effectively communicate in both oral and written form.

### **ADDITIONAL REQUIREMENTS:**

Certified in South Carolina as a Paramedic and have provider and instructor certifications in Basic Life Support, Advanced Cardiac Life Support, Pre-hospital Trauma Life Support, Pediatric Advanced Life Support, Emergency Vehicle Operations, SC EMT-B, and DOT First Responder. Must successfully meet all requirements set forth by SC DHEC and maintain a valid SC driver's license.