



Job Posting

EMS Systems Coordinator

Posted October 20, 2021

Southern Alleghenies EMS Council has an immediate opening for the position of EMS Systems Coordinator.

Southern Alleghenies EMS Council contracts with the Pennsylvania Department of Health, Bureau of EMS to serve as the regional EMS Council, and to expand, develop, maintain, and coordinate EMS in the counties of Bedford; Blair; Cambria; Fulton; Huntingdon and Somerset counties.

The EMS Systems Coordinator will be the lead staff member for emergency medical services (EMS) training, recognition and certification programs within the region and is responsible for assisting in planning for, quality control of, and evaluation of Department of Health EMS/Rescue certification or recognition programs conducted within the Region. The EMS Systems Coordinator will also cooperate with other individuals & organizations to assure that appropriate certification, continuing education, and ancillary training programs are offered within the Region.

A positive personality, adaptability, and the ability to work well with others is a must!

Candidates need to demonstrate a history of self-motivation, multi-tasking, and excellent communication skills – both written & verbal. Current PA DOH EMS- Instructor and BCLS-Instructor certifications are required or must successfully complete within six months of hire. A degree in a healthcare or related field is preferred but not required. A copy of the position description is included with this announcement.

Southern Alleghenies EMS Council offers a competitive salary and benefits package to include paid time off (PTO), healthcare, vision & dental insurance, and company-funded retirement plan, among others. Salary range \$45-\$48,000/year DOQ. Opportunity for advancement and professional development. We are an equal opportunity employer and do not discriminate based on race, color, national origin, sex, age, or disability.

Applicants should forward a resume & cover letter to the attention of: Carl Moen, Executive Director, at the address below, or forward via e-mail to cmoen@saems.com.

Applications will be accepted on a rolling basis.

No telephone calls or emails prior to application please.

3013 BEALE AVENUE, SUITE B-101, ALTOONA PA 16601
814.201.2265 (PHONE)~ 814.201.2429 (FAX)
www.saems.com ~ saems@saems.com

Job Title: EMS Systems Coordinator

Job Identification

Reports to:	Executive Director
Employees Supervised / Directed:	NA
FLSA Code:	Exempt
Scheduled:	Fulltime

Position Purpose and Summary

Primary Function: Under the direction of the Executive Director, the Regional Systems Coordinator will have primary responsibility for the planning, coordination, and evaluation of regional Emergency Medical Service (EMS) and ancillary program offerings to insure an adequate supply of practitioners within the region. The Systems Coordinator will also be the lead staff person for training and/or Department of Health Bureau of EMS (BEMS) certification/recognition issues.

Duties and Responsibilities:

- Evaluate and identify needs for EMS certification and continuing education and determine the most efficient and cost-effective mechanisms to support training and education efforts to address those needs.
- In cooperation with education institutes, continuing education sponsors, and regional EMS instructors - develop a comprehensive schedule of basic and continuing education course offerings (including EMSVO) based on identified needs.
- Provides regional coordination and oversight of EMS program offerings to ensure compliance with DOH policies/guidelines and regional objectives.
- Cooperates and coordinates with other emergency service training organizations to assist in providing sufficient numbers and quality of ancillary training such as, but not limited to, Haz-Mat, Counter- terrorism including WMD, and EMS Management.
- Coordinates workshops, classes, and meetings - as needed - to ensure that a sufficient number of qualified, knowledgeable instructors are available to conduct EMS training programs within the Region.
- Provides regional leadership and BEMS coordination on training issues - to include DOH databases (EMS Registry, LMS), training/certification reports and paperwork, processing of certification materials, and the certification by endorsement process.
- Attends, participates in, and provides regional representation at meetings, workshops, conferences, etc.
- Is the staff lead to the Regional EMS Workforce committee, and other committees as assigned
- Coordinates the regional EMS evaluator team and schedules/conducts DOH certification exams in accordance with regional and BEMS policies.
- Assists with inventory/tracking of regional training equipment and supplies, including purchases and maintenance, and coordinates issuing of such across regional training programs as needed.
- Prepares a written overview of program activities for Regional Council meetings.

- Conducts periodic EMS system review (audit) and analysis of educational programs and their delivery throughout the region.
- Evaluates, develops and implements regional recruitment and retention programs and efforts.
- Support emergency and/or disaster response activities as required.
- Assists with other regional EMS system projects as available.
- Other duties as assigned by the Executive Director.

Qualifications:

Education/Experience:

- High school diploma or general education degree (GED) is required; baccalaureate degree in a related discipline preferred.
- Applicant must have a history of involvement in the delivery of emergency medical services education for a minimum of two years prior to appointment.
- Applicant must demonstrate a history of self-starting initiative, administrative ability, and communications skills.
- Applicant must demonstrate the ability to use a personal computer to perform tasks such as word processing, data entry, electronic mail, and other business applications.

Communications Ability:

- Applicant must be able to hear, speak, read, write and comprehend the English language to convey or exchange information in person, telephone, and written forms.
- Applicant must demonstrate an ability to write and/or understand technical reports and materials.
- Applicant must be well spoken and be capable of making presentations to community groups and EMS practitioners.

Certificates, Licenses:

- Valid PA driver's license with good driving record.
- EMS certification & current registration as an EMT or higher. Paramedic certification preferred.
- Certification within the PA Rescue program is preferred but not required.
- Currently registered PA DOH EMS-Instructor and BCLS-Instructor certifications are required (if not currently certified, must successfully complete within six months).
- Other 'specialty' instructor certifications are preferred but not required.

Other Skills & Abilities:

- Employee must have the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, in the compilation of various reports and the ability to apply concepts of basic algebra.
- Employee must have the ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Ability to establish and maintain an effective working relationship with co-workers, providers, practitioners, and the community.
- Ability to perform duties with an awareness of Regional/BEMS policies and requirements.
- Ability to motivate and energize regional EMS instructors/evaluators to achieve the optimal delivery of services.

-Ability to deal with people beyond giving or receiving instructions. Must be adaptable and able to maintain composure, remaining professional and a rational demeanor, when performing under stressful conditions, including dealing with potentially upset or angry persons.

Physical Demands*:

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, or crouch. The employee must frequently lift, move, and/or carry up to 50 pounds and occasionally up to 80 pounds; and occasionally push/pull up to 100 pounds. Specific vision abilities for this job include close vision, ability to adjust focus, and ability to withstand extended use of computer monitors. The employee is often required to meet deadlines and/or make decisions with time constraints and occasionally while interacting with the public in addition to meeting multiple demands. Travel frequently required within the region and occasionally across the State. As an emergency service position, employee is subject to recall, retention as needed to successfully handle a situation; support and mitigate emergency response and disaster response.

Work Environment*:

While performing the duties of this job, the employee regularly works indoors and will occasionally work outdoors. The noise level in the work environment is usually low to moderate. The Regional Systems Coordinator is a salaried, exempt position based on 40 hours per week which is normally required to successfully meet job expectations. Office schedule is 8:00 am till 4:30 pm, Monday through Friday excluding holidays and a majority of the employee's work schedule is built around eight (8) hours daily within that timeframe; but the Regional Systems Coordinator will, with some frequency, have evening and/or weekend functions/ duties. Working with the Executive Director, the Regional Systems Coordinator will modify his/her weekly work schedule, as required, to achieve position objectives. Occasional overnight travel is required.

Employee will be required to work outside in variable weather conditions on occasion.

**** Disclaimer***

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.

The information contained herein are intended to describe the general nature and level of work being performed [in compliance with the American with Disabilities Act (A.D.A.)] and is not an exhaustive list of the responsibilities, duties, and skills required for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

Furthermore, the description of these duties does not establish a contract for employment and are subject to change at the discretion of the employer.

Southern Alleghenies EMS Council Inc. is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, age, and disability.

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