



## **Advertisement for Employment**

**Blue Ridge EMS Council Emergency Medical Services, Inc. is receiving applications for the position of:**

### **REGIONAL TRAINING COORDINATOR**

**This position will be open for applications from July 22, 2015 – August 22, 2015.**

**The position will start on September 1, 2015.**

**This is a 40 hour a week position. The applicant must be currently certified as a Virginia Paramedic and have a thorough knowledge of accreditation, development, coordination, and presentation of EMS educational programs. Must possess the qualifications to announce initial certification programs in Virginia.**

**Applicant should have sufficient knowledge of related areas such as disaster management, incident command, trauma triage, performance improvement, and pertinent OSHA regulations. If not already certified as such, the applicant should be willing to become a Virginia Education Coordinator within six months of hire. The applicant should have a minimum of five years EMS experience.**

**BLUE RIDGE EMS COUNCIL EMERGENCY MEDICAL  
SERVICES COUNCIL, INC.**

**POSITION DESCRIPTION AND REQUIREMENTS**

**TITLE: TRAINING COORDINATOR, 40 Hour Position**

**SUMMARY DESCRIPTION:**

The regional Training Coordinator is responsible for all aspects of initial and refresher educational programs in pre-hospital advanced life support, including accreditation, planning, development, implementation and evaluation, plus support functions in basic life support education and evaluation. The Training Coordinator reports to the Executive Director. The Training Coordinator will be the primary liaison between the Council and any hospital or educational institution offering educational programs in EMS. He/she will assist in overall program evaluation and record keeping for programs conducted or sponsored by BREMS. Other duties may be assigned by the Executive Director.

The position may involve supervision of field staff, and is highly decision-making in nature. Frequent travel within our four counties, two city region is required. Many class and committee meetings are held in the evenings, so frequent night duties will be necessary. Some travel outside the region is required. The Training Coordinator must possess a thorough knowledge of pre-hospital medicine, and accreditation processes, and must be able to efficiently and effectively organize programs. He/she must be able to work with both volunteer and career E.M.S. providers, hospital administrators and educational institution professionals. He/she must be proficient in oral and written communication skills, and have a working knowledge of computer skills, including MS Office applications (Word, Access, Excel, etc.). At least 50 percent of this position's workload is dedicated to meeting deliverables as defined in BREMS contract for services with the Virginia Department of Health, Office of EMS.

**QUALIFICATIONS:**

Applicant should have a thorough knowledge of accreditation, development, coordination, and presentation of EMS educational programs. Qualification to announce initial certification programs in Virginia. Applicant should also have sufficient knowledge of related areas such as disaster management, incident command, trauma triage, performance improvement, and pertinent OSHA regulations. Applicant should have certification as an Emergency Medical Technician- Paramedic. A minimum of five years EMS experience is desired.

**DUTIES:**

In conjunction with field staff and physician course directors, coordinate consistent ALS CEU educational programs throughout the region. Secure approved course coordinators and faculty.

1. Coordinate and provide one CEU program in each county or city. Contact each agency to make sure all are informed of the classes.
2. Participate in the Council's performance improvement program.
3. Work to continue the standardization of process of Skills Reviews .Attend Skills Review committee meetings in all areas of the region.
4. Attend and participate in meetings of the state Training and Certification Committee, any state committee relating to provision of funding for EMS education and accreditation, and report activities of those groups to regional training committee(s) . Serve as primary liaison between the Office of E.M.S. and the region in matters regarding training and education.
5. Act as primary liaison between the Council and educational institutions (especially community colleges) in the development and provision of EMS educational programs. Sit as a member of various advisory or liaison committees as requested. Work with these educational institutions to encourage consistency and to assure quality of programs. Act as primary liaison with hospital educational staffs.
6. Staff regional OMD committee. Assist in development of protocols, recertification mechanisms, performance improvement programs.
7. Attend all Council Board of Directors meetings and provide information to the Directors as requested.
8. Maintain primary responsibility to provide educational content for the Council's website. Disseminate information relating to education, certification, regulations, requirements, etc. to all stakeholders within the region. Provide technical assistance for other public information and education activities.
9. Perform other duties as assigned.

**CLASSIFICATION: This position is an exempt position and is not subject to overtime compensation.**