

THOMAS JEFFERSON EMERGENCY MEDICAL SERVICES COUNCIL, INC.

POSITION TITLE: Regional Education Coordinator

SALARY RANGE: \$38,000 - \$52,000 Open until filled. Contact Tom Joyce tjoyce@vaoems.org or Phone 434 295 4146

POSITION SUMMARY:

The Regional Education Coordinator position is responsible for developing, coordinating, and implementing non-accredited training programs and other related projects in support of council objectives for pre-hospital emergency care providers. The Education Coordinator has specific responsibilities in the areas of initial training programs and continuing education for basic and advanced life support providers, consolidated testing, regional protocols and other council policies related to training and education.

POSITION DUTIES / RESPONSIBILITIES:

1. Responsible for developing, coordinating and implementing training programs for pre-hospital ALS and BLS providers.
2. Identify and evaluate regional training needs to enhance the skills and knowledge level of providers and agencies.
3. Serve as a training liaison to the hospitals and EMS agencies in the TJEMS Council area.
4. Assist in determining equipment and training material needs. Reports any needs to the Executive Director.
5. Provide support and assistance to Instructors and ALS Coordinators and Preceptors as requested.
6. Participate as an ad-hoc member of committees as assigned – providing staff support.
7. Responsible for maintaining provider, and agency training records, and other pertinent information as required, including providing technical and logistic assistance to council area agencies, instructors and coordinators.
8. Maintain updated lists of EMT Instructors, CTS Evaluators and Education Coordinators; identify areas of need for additional instructors, evaluators and coordinators within the region, and seek to address identified needs.
9. Coordinate periodic CTS Evaluator training programs and/or updates.
10. Support and/or conduct all Regional Council Consolidated Test Sites and NREMT ALS test sites.
11. Under the direction of the Regional Medical Director and Guidelines & Training Committee, facilitate development and timely revision of medical protocols.

12. Responsible for evaluating completion of ALS Release Program through review of documentation and release interviews.
13. Any other duties as assigned.

POSITION QUALIFICATIONS:

1. Valid Virginia driver's license
2. Virginia Education Coordinator OR RECEICE UNRESTRICTED STATUS WITHING 6 MOMNTHS OF HIRE.
3. Virginia certified EMT-Intermediate or higher level certification with a minimum of 4 years experience in the delivery of pre-hospital EMS; National Registry preferred
4. Basic computer skills to include use of Microsoft Office Programs
5. Ability to communicate effectively in oral and written forms; to interpret agreements, policies and regulations
6. Strong organizational skills
6. Maintain all personal certifications required under position qualifications.

The Regional Education Coordinator is a full time position that reports to the Executive Director. This position is non-exempt and is generally limited to 40 hours per week to include a flexible schedule of working hours that will involve some evenings and weekends with travel. Some travel outside the Council region may be required.

THIS POSITION MAY BE DIVIDED INTO TWO PART TIME POSITIONS AS NEEDS REQUIRE.