

THOMAS JEFFERSON EMERGENCY MEDICAL SERVICES COUNCIL, INC.

POSITION TITLE: Regional Program/Education Coordinator

SALARY RANGE: \$38,000 - \$52,000

Open until filled. Contact Tom Joyce: tjoyce@vaems.org or (434) 295-6146

POSITION SUMMARY:

The Regional Program/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 Program/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 maintaining, developing, coordinating and implementing training programs for pre-hospital providers.
2. Serve as a training and outreach liaison to the hospitals and EMS agencies in the TJEMS Council area.
3. Assist in determining equipment and training material needs for the Council. Reports any needs to the Executive Director.
4. Provide support and assistance to Instructors and Education Coordinators as required. Reports CE and Auxiliary data to OEMS.
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. Manage, collect, and report regional performance improvement metrics.
10. Support and/or conduct all Regional Council Consolidated Test Sites. Coordinate periodic CTS Evaluator training programs and/or updates.

11. Under the direction of the Regional Medical Director and Guidelines & Training Committee, facilitate development and timely revision of medical guidelines, including distribution of updates and maintenance of their electronic availability.

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12. Any other duties as assigned.

POSITION QUALIFICATIONS:

1. Valid Virginia driver's license
2. Virginia Education Coordinator or receive unrestricted status within 6 months
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. Intermediate computer skills to include use of Microsoft Office and Adobe, with emphasis on Word and Excel.
5. Ability to communicate effectively in oral and written forms, and interpret agreements, policies, and regulations
6. Strong organizational skills
5. Maintain all personal certifications required under position qualifications

The Regional Program/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.