

EMERGENCY MEDICAL SERVICES COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This class has responsibility to plan and direct the County-wide program of emergency medical training, incident management, incident coordination, and mutual aid programs among the various ambulance services within the County. The incumbent is also responsible for the efficient implementation and operation of the intra-and inter-County Emergency Medical Services (EMS) response plans. Work is performed under the general supervision of the Director of Emergency Services with considerable leeway allowed for the use of independent judgment. Supervision is exercised over Deputy Emergency Medical Service Coordinators, faculty technical and clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Coordinates the participation of local ambulance and EMS services in the New York State approved training courses that result in certification as a New York State Certified First Responder Emergency Medical Technician Advance EMT or EMT-Paramedic;

Recruits, interviews, and recommends for appointment of Certified EMS Instructors CIC and CLI;

Organizes EMS training programs, times, places, and schedules of participation of EMS staff to work with training center instructors for eligibility for initial or rectification exam to achieve certification as required by the NYS Department of Health;

Develops course curriculum and funding grant proposals for additional training courses;

Coordinates and investigate quality concerns and opportunities for improvement within the EMS system that includes from initial 911 call to hospital discharge;

Develops in-service training programs for emergency health service personnel, volunteers, and other staff;

Coordinates voluntary and proprietary ambulance services and may coordinate their radio-communication systems;

Investigates emergency health service complaints, discusses findings with agency leaders and medical directors, and helps implement corrective actions where indicated;

Responds to the scene of major and other medical emergencies in order to facilitate effective ICS, timely hospital notification, and overall incident management.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles, practices and techniques related to the provision of high quality, outcome driven emergency medical services that reduces on scene times and improves patient outcome and survival;

Good knowledge of the trends, developments, and current literature in the field of emergency medical services;

Good knowledge of organization and staffing methods;

Good knowledge of proper radio procedures and operations;

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Good knowledge of the geography and political subdivisions of the County;
Good knowledge of reporting procedures for the department;
Ability to plan and supervise the work of subordinates in a manner conducive to full performance and high morale;
Ability to make clear, effective decision in stress situations;
Ability to coordinate activities of two or more agencies responding to emergencies;
Ability to prepare and present oral and written reports;
Ability to present ideas clearly and effectively, both orally and in writing;
Ability to interpret the EMS training and mutual aide plan to County and local officials and the public;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Emergency Medical Services or closely related Emergency Services field, and three years of experience in an EMS Agency or as a Program leader, at the Chief Officer level; OR
- B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree Emergency Medical Services or closely related Emergency Services field, and five years of experience providing EMT-P care in an active 911 system, which included two years of experience in an EMS Agency or as a Program leader, at the Chief Officer level; OR
- C) An equivalent combination of training and experience as defined by the limits of both A) and B) above.

SPECIAL REQUIREMENTS*:

- 1) Possession of a certificate issued by the New York State Department of Health as an Emergency Medical Technician Paramedic at time of appointment; AND
- 2) Certification as a NYS Instructor Coordinator authorized to teach at the Paramedic level within the Probationary period.

*Both certifications must be maintained during employment in this title.

SPECIAL REQUIREMENT: Incumbents in this position are required by the County Legislature to reside within the County of Broome, OR an adjoining county (TIOGA, CORTLAND, DELAWARE OR CHENANGO) at all times during their employment in the title.