

Emergency Medical Services Coordinator

Department: Emergency Management

FLSA Status: Exempt

Grade 35

Minimum Salary: \$58,004

Posted: May 2, 2023

Deadline for applications: June 2, 2023

General Definition of Work

Performs intermediate advanced protective services and administrative work coordinating administrative functions between the County and emergency medical services, planning, developing and implementing responses to medical emergencies, preparing, producing and disseminating emergency response materials, preparing and maintaining appropriate records and files, and related work as apparent or assigned. Work is performed under the general direction of the Emergency Services Director. Continuous supervision is exercised over assigned personnel.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Plans, develops and implements county-wide emergency medical services plans for multiple responses to natural or man-made disasters.

Assists the Emergency Services Director with emergency management programs and activities; coordinates first responder program; plans and develops materials to enhance recruitment and retention of EMS personnel.

Supervises assigned shift; assists in the recruitment, retention and selection of departmental personnel; assigns, directs, and inspects the work of assigned personnel; recommends rewards, suspensions, and terminations; coaches, counsels, and evaluates staff performance; assists with developing staff schedules.

Serves as a liaison between the program, hospitals and other public safety agencies.

Responds to complaints, questions and requests for information regarding services.

Responds to EMS requests for patient care, search and rescue missions and extended medical and search and rescue incidents as needed.

Performs the duties of an EMT Paramedic.

Assists with emergency medical services training programs; serves as instructor.

Attends seminars, conferences, workshops, etc. and reviews professional literature as appropriate to enhance and maintain knowledge of trends and developments in fields of emergency services response and management.

Knowledge, Skills and Abilities

Thorough knowledge of emergency medical services administration, practices and procedures; thorough knowledge of emergency medical treatment; thorough knowledge of communication systems; thorough knowledge of emergency medical services laws and regulations pertaining to emergency medical services; skill in operating emergency medical services equipment; ability to plan effective in service training and staff development programs; ability to communicate effectively both orally and in writing; ability to promote public awareness of program activities; ability to establish and maintain effective working relationships with volunteer EMS staff, medical agencies, community organizations, EMS staff and the general public.

Education and Experience

High school diploma or GED and extensive experience in emergency medical services, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting and occasionally requires sitting, climbing or

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balancing and tasting or smelling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment, frequently requires exposure to toxic or caustic chemicals and occasionally requires working in high, precarious places, exposure to fumes or airborne particles and exposure to the risk of electrical shock; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Possession of or ability to obtain North Carolina Emergency Medical Technician/Paramedic certification upon hire. Valid driver's license in the State of North Carolina.

Last Revised: 2/27/2012