

SE Minnesota EMS Education Coordinator

Job Description

Job Summary: Education Coordinator

To provide the leadership in planning, coordinating, evaluating and direction for education programs offered through the Southeastern Minnesota EMS (SEEMS) Regional Program. This position coordinates the education endeavors of the advisory committees and assists the Executive Director of SEEMS. Person must have the knowledge and experience in EMS to assist the Executive Director with technical aspects of various projects and to work with the area EMS, Fire, Police agencies, Minnesota EMS regulatory Board, National Registry of EMT and other public safety & health organizations.

This is a salaried Full-time position.

Salary range: \$45,000 – \$55,000 based on experience.

Benefits: PTO, 11 paid holidays, Healthcare reimbursement stipend, P.E.R.A Retirement, Short-term Disability, Flexible Work Schedule.

Minimum Qualifications:

Must maintain Current State licensure as EMT or Paramedic, D.O.T. instructor, must have at least five years emergency or critical care field experience with an ambulance service and/or hospital and minimum of five years as an EMS instructor with a recognized EMS training institution.

Previous training experience with EMR (formerly First Responder), EMT, American Heart Association CPR/AED. Instructor certification preferred

Valid Minnesota Driver's License with no major traffic violations.

Working knowledge of Microsoft Office tools including Word, Excel, and Power Point.

Essential Duties:

Demonstrate effective leadership in providing ongoing needs assessment of the region's EMS education for both pre-hospital and hospital providers.

Assist the Executive Director in the development and execution of SEEMS organizational goals, policies and procedures

Maintain the SEEMS as a recognized EMS training institution through the Minnesota EMS Regulatory Board and other health & safety organizations by; developing and maintaining current EMS training curriculum, scheduling and advertisement of classes, coordination of the logistical arrangements, maintaining core of quality instructors, preparation of instructors and evaluating classes for ongoing quality assurance.

Provide technical assistance to the Medical Direction Consortium that includes; follow-up to issues identified by services and Consortium faculty, creation and modification of Consortium training modules

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and annual training calendar, recruitment & orientation of physicians and instructors, annual revision of protocols/guidelines , and other responsibilities as assigned by Executive Director.

Assist the Executive Director in promoting and marketing regional program activities including; Online Education, AED for Life, Medical Direction Consortium, and public education materials.

Coordinates and schedules continuing education for EMS, evaluates programs and adjusts as necessary and maintains current, accurate records of personnel attendance / participation in educational programs.

Responsible for ensuring all course work be reviewed and approved by EMS Medical Director for medical content and that all courses are taught by appropriately certified instructors.

Responsible for keeping current with the rules and regulations that govern the operation of Emergency Medical Services.

Promotes and maintains positive community relations.

Represents the Regional Program / EMS and presents education on injury and illness prevention to community.

Act as an education resource to area EMS providers and Hospitals.

Develop and maintain an inventory of medical equipment and supplies for classes.

Share responsibility for telephone coverage, greeting and assisting visitors, and maintaining records and files.

Other duties and responsibilities as assigned by Executive Director.

LANGUAGE SKILLS/OTHER:

Proven effective verbal and written communication skills

Proven strong interpersonal, collaborative, relationship-building skills

Proven teaching skills

Ability function independently

Proven dependability

Job Requirements:

This position requires the ability to work outside of normal business hours and be on an "on-call" basis including travel within and outside of the region.

This description is intended to describe the kinds of tasks and levels of work difficulty being performed by people assigned to this classification. The list of responsibilities is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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****In compliance w/the Americans w/Disabilities Act the following represents the Physical/Environmental Demands.**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, operate office and AV equipment, walk, and travel throughout region and State. Employee must be able to support and to respond to disaster situations as may arise. Weights of objects to be lifted carried or pushed/pulled will be thirty (50) pounds or less. Specific vision abilities required by this job include close vision and the ability to adjust focus. Inside and outside exposure to noise, inclement weather including heat & cold, and medical emergencies.

***Persons with disabilities:** the above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodations may be available for both essential and non-essential job duties.

June 2023