

Dodge County EMS
440 Legion Drive
Eastman, Georgia 31023
Job Notice

Hiring Information:

Position: EMS Education Coordinator
Last Filing Date: November 15, 2022 5:00 PM

Requirements

Description

The primary function of the EMS Education Coordinator is to develop, present, administer and evaluate emergency medical training and other EMS related activities for Emergency Medical Department personnel. This includes one or more of the following: Basic Life Support (BLS), Pediatric Advanced Life Support (PALS), Advanced Cardiac Life Support (ACLS), EMR, EMT, Paramedic, certification, and recertification of all EMS providers.

ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary according to education required by State of Georgia Office of EMS and Trauma and National Registry of Emergency Medical Technicians.)

1. Participates in coordination between the Fire and Emergency Medical Services Department, local hospitals and other agencies in regard to emergency medical services, procedures and training methods;
2. Instructs and trains EMS providers in general emergency care, medical operations, patient care and other continuing education topics; develops and coordinates a cadre of internal instructors to assist with program delivery;
3. Develops PowerPoint presentations, lesson plans and other teaching aids as necessary for initial education, continuing education and other required training for EMS Providers;
4. Manage EMS Certification Program for EMT, EMR and Dodge County High School Public Safety Training Program;
5. Performs data entry and compiles EMS records and reports related to training and certification of providers;
6. Catalogs and maintains all EMS educational materials and supplies;
7. Performs all work duties and activities in accordance with Dodge County Board of Commissioners, Dodge County EMS Department policies and procedures;

8. Attend appropriate educational training and maintain licensure by the State of Georgia Office of EMS and Trauma and National Registry of Emergency Medical Technicians at minimum level required for this position; and,

9. Performs other duties of a similar nature or level as assigned by DCEMS Director.

Qualifications

Associate's Degree in a healthcare-related field and two years of experience as a Paramedic, EMT or AEMT. At least a Level 1 license as an educator in the State of Georgia. A minimum of one year of experience in emergency medical services education, advanced cardiac life support instructor, and pediatric advanced life support instructor; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Supplemental Information

Knowledge of:

The learning process, theories, principles, techniques and aids used in emergency medical services training.

Current standards and practices regarding Pre-Hospital Emergency Care and Documentation.

Kinematics, assessment and management modalities of trauma.

Personal computers and related software programs.

Skill in:

Scheduling, coordinating and teaching BLS, ALS, ACLS CPR and PALS training and certification courses.

Explaining technical medical concepts and practices in simple non-technical language.

Performing a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.

Demonstrating integrity, ingenuity and inventiveness in the performance of assigned tasks.

Operating a personal computer using program applications appropriate to assigned duties.

Communicating effectively both orally and in writing, with the public and other employees.

Starting Salary: Commensurate with experience and training

Resumes or Applications must be returned by hand delivery or email to Michael C. Johnson, Jr., Director, Dodge County EMS, 440 Legion Drive, Eastman, Georgia 31023 or

micheal.johnson@dodgecounty-ga.com **no later than 5:00 PM on November 15, 2022.**