



Peninsulas Emergency Medical Services Council, Inc.
Job Description

EMS Field Coordinator – Operations

Revised 11/17/20

CLASSIFICATION: Part Time

FTE: 0.50 (20 hours/week)

FLSA STATUS: Non-Exempt

PAY GROUP: Hourly (Office Hours M-F, 08:30 to 16:30)
*Flexible Schedule and some telework available
Some night and weekend work is required*

SUMMARY OF POSITION:

The *EMS Field Coordinator – Operations* oversees a variety of operational programs and functions to include the development, implementation, and coordination of the Regional Medication Box Program, Regional Restocking Program, Regional Hospital Diversion Plan, and the Peninsulas Emergency Medical Services Council, Inc.'s Continuity of Operations Plan. This individual is also responsible for the Council's asset and fleet management programs. Work may also involve assignment to any of the council programs when deemed necessary. Work is performed under the general supervision of the Executive Director.

ORGANIZATIONAL RELATIONSHIPS:

Reports to: Executive Director

Works with OEMS, regional EMS council staff, educators and educational institutions, EMS agencies and providers, fire departments, hospitals, medical staff, state/city/county officials, non-governmental organizations and the general public.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Serve as a resource to EMS providers, agencies, hospitals, civic and/or medical organizations, and local governments within the Council's service area; develops and maintains effective liaison with these constituent groups.
2. Develops and maintains data bases and uses data to drive planning, to enhance communications, and to support program development and service delivery.
3. Conducts studies and undertakes projects related to Council operations.
4. Develops a work schedule to accomplish necessary goals and projects in the field and post regular office hours during which time agencies and/or providers can reach him/her for the purpose of obtaining assistance.
5. Serves as support staff for the Peninsulas EMS Council committee meetings, including preparation of the agenda, minutes and any related documents.
6. Develops, implements, and coordinates the Regional Medication Box Program with assistance from Pharmacy Committee.
7. Develops, implements, and manages the Regional Clinical Laboratory Improvements Amendments Waiver Program.
8. Develops, implements, and coordinates the Regional Restocking Program with the assistance of the EMS Emergency Operations Committee, and the PEMS Interfacility Cooperation Organization.
9. Develops, implements, and coordinates the Regional Hospital Diversion Program with the assistance of the EMS Emergency Operations Committee and the PEMS Interfacility

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Cooperation Organization.

10. Submits reports to appropriate Council administrative personnel outlining progress toward specific goals and assignments.

11. Complete other duties and tasks as assigned by the Executive Director.

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of:

- Medical terminology.
- Pre-hospital care principles, practices, techniques, and procedures.
- Emergency medical service system plan development in pre-hospital care systems, agencies, and their inter-relationships.
- Quality assurance principles and practices applicable to prehospital care.
- Patient assessment skills and techniques.
- Medical Direction requirements, principles and practices applicable to prehospital care
- Computer systems, including familiarity with Microsoft Office applications, online meeting applications, learning management systems, inventory management systems, and electronic medical records systems.

Ability to:

- Develop and maintain excellent working relationships with volunteer and career EMS providers, law enforcement, fire department, hospital administrative personnel, medical staff, non-governmental organization workers and government officials; efficiently and effectively organize, plan, implement, and evaluate various projects.
- Demonstrate the ability to use a personal computer and create graphic representations by assorted electronic means.
- Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people and things.
- Communicate effectively verbally and in writing.
- Provide self-direction and work effectively with little direct supervision.
- Adapt to a flexible work schedule that will involve some nights and weekends with travel.

MINIMUM EDUCATION AND EXPERIENCE:

1. Certification as a Nationally Registered Paramedic or Virginia Paramedic with three (3) years of recent advanced life support pre-hospital experience with a designated emergency response agency or Registered Nurse with three (3) years of recent department or critical care experience (*emergency department, critical care/specialty care unit, or aeromedical program*)
2. Demonstrated competence in use of Microsoft Office applications, online meeting applications, learning management systems, inventory management systems, and electronic medical records systems
3. Must possess and maintain a valid Virginia driver's license with a good driving record

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PREFERRED REQUIREMENTS:

1. Associates Degree in health science or related field
2. Two (2) years EMS or nursing leadership experience

WORK TIME ALLOCATION:

- 80% - Virginia Office of EMS contract requirements
- 20% - Other duties as assigned

SIGNATURES:

_____ Employee's Signature	_____ Date
_____ Executive Director	_____ Date
_____ Board of Directors, President	_____ Date

Peninsulas Emergency Medical Services Council (PEMS), Inc. is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, PEMS will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with employer.