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**DEFINITION**

This position is responsible for and manages the department's EMS program and related functions.

The EMS Coordinator is responsible to assist the Deputy Chief of Operations in general aspects of the management of the district's EMS program as well as specific areas of responsibility which include, but are not limited to: coordinates the department's EMS delivery system; coordinates training activities with the Deputy Chief of Operations/Training Officer, and outside agencies; conducts classes, provides program support to the Deputy Chief of Operations; and ensures program compliance with all applicable State and Federal requirements. The EMS coordinator ensures that required EMS supplies are ordered and in stock and that the department's quality assurance program is effective.

The EMS Coordinator is responsible to assist the Training Officer with providing training related to EMS delivery and compliance with EMS safety and administrative regulations. The position requires contact and interaction with department staff and volunteers as well as consultation and coordination with training professionals and management personnel. The EMS Coordinator serves as a mentor and trainer for all personnel. These duties contribute to the overall effectiveness of the department.

The EMS Coordinator interacts and works cooperatively with clerical staff to produce required documents and administrative paperwork. The EMS Coordinator works with the department's EMTs, clerical staff, and the department's IT manager to ensure EMS software and EMS incident/patient reporting programs are effective and operational.

Work is performed in both office and field settings, usually on a shift and overtime work schedule, but requires flexibility to provide optimum work delivery and attendance at EMS related meetings and events. The EMS Coordinator position is a program manager position and is normally filled by qualified line personnel.

The EMS Coordinator will perform program duties on duty as time is available. The EMS Coordinator will be compensated at 1 and ½ time for all work performed outside of duty hours. The EMS Coordinator will be provided an overtime budget as well as an EMS equipment budget and will manage those budgets appropriately. Maintains a monthly time record of program activities with itemized on-duty time and overtime expenses.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction and supervision from the Deputy Chief of Operations who reviews work to ensure conformity with fire district policy and accepted fire service practice. This position does not include direct supervision, but is a program coordinator

position. This position does not include any participation in or delivery of discipline. There is no specific rank status required to perform in this position.

### EXAMPLES OF DUTIES

The duties and responsibilities of the EMS Coordinator may include, but are not limited to:

1. Ensures compliance with federal, state and departmental EMS safety rules and regulations including instruction and guidance for compliance for all personnel.
2. Participates in instruction and training of EMS personnel.
3. Coordinates with the Deputy Chief of Operations to ensure EMS recertification training and maintenance of recertification records.
4. Creates and develops programs in accordance with state and federal requirements.
5. Coordinates and schedules EMS related activities for career, volunteer, administrative and part-time personnel by providing assistance to the instructors for various needs and assuring the instructor is prepared for the class. Provides instruction as required.
6. Purchases, maintains and coordinates use of all EMS supplies. Maintains inventory and coordinates use of all EMS supplies.
7. Prepares reports and maintains EMS records and performs other duties with a variety of computer software applications. Maintains EMS protocol books.
8. Maintains an EMS supply budget and monitors program overtime budget. Assists with preparation of the annual EMS budget.
9. Coordinates Volunteer EMS needs. Works with the Volunteer Coordinator regarding volunteer EMS needs. Oversees the paramedic internship program.
10. Monitors controls, implementation and enforcement regarding the use, dispersal, storage, documentation, procurement, and disposal of narcotics.
11. Mentors all district personnel. Treats all personnel with kindness. Maintains confidentiality.
12. Maintains affiliation with state and local EMS associations. Attends local EMS association meetings, including EMS representative to the medical community, Deschutes County Ambulance Service Area Committee (ASA), ECCEMS meetings, and works with the departments Physician Advisor on EMS related issues.
13. Attends conferences, schools, classes and other meetings to keep abreast of new developments and techniques regarding EMS and EMS program management.
14. Assists Deputy Chief of Operations with review of EMS related complaints and problems related to service delivery. Works on special projects and committees as assigned by the Deputy Chief of Operations.
15. Attends and participates in various meetings, committees and task forces; represents the District in other organizational meetings as assigned by the Deputy Chief. Has comprehensive knowledge and involvement with State EMS agency licensing requirements and OAR EMS requirements.

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16. He/she performs the duties of the Department HIPAA Compliance Officer and Communicable Disease Officer.
  17. The EMS Coordinator is responsible to monitor all aspects of EMS delivery with the goal of having an EMS program of the highest quality which conforms to all applicable local, state and Federal requirements. The EMS Coordinator shall work in conjunction with the Deputy Chief of Operations to ensure all operational aspects of shift personnel, equipment, policies and procedures are coordinated and effective.
  18. Performs other duties as assigned.

### QUALIFICATIONS

1. Minimum three (3) years' experience as a Paramedic and three (3) years with the Sisters-Camp Sherman Fire District as a career employee.
2. Must possess and maintain paramedic certification.
3. Must possess a current driver's license valid in the State of Oregon and have an acceptable driving record and be insurable by the District's insurer.
4. Ability to use a variety of computer software applications as they apply to the essential functions.
5. Understanding and experience with project management.
6. The EMS Coordinator must possess a high degree of integrity and well-developed communication and interpersonal skills.
7. Must have extensive knowledge of and be able to effectively utilize associated EMS equipment and computer applications.
8. Must have thorough knowledge of state and federal EMS related requirements and of EMS principles and practices and the operations of various types of EMS equipment used in the department.
9. Any combination of education, training or experience that provides the required knowledge, skills and abilities to perform essential position functions. Must meet minimum qualifications as outlined above.

### GENERAL SKILLS, KNOWLEDGE AND ABILITIES

1. Must have working knowledge and experience with EMS recertification requirements.
2. Must consistently represent the department in a professional manner.
3. Knowledge of EMS principles and practices and the operation of various types of related equipment.
4. Must be able to stimulate interest and command respect of personnel including students, volunteers, recruits and senior career fire personnel.
5. Ability to develop and organize instructional materials, instruct, stimulate interest and command respect of personnel.
6. Must have the ability to work independently.
7. Must have the ability to be both a team player and a team leader.
8. Considerable knowledge of department rules and regulations and EMS

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requirements.

9. Ability to utilize various types of visual aids and associated equipment effectively.
10. Ability to maintain records and prepare reports. Ability to communicate effectively in English, both orally and in writing, including the ability to give presentations to groups of all sizes and natures.
11. Physical ability to perform the essential functions of the position, including, but not limited to, regular sitting, standing, walking and otherwise being mobile; frequent bending, stooping, twisting, turning, climbing, balancing, reaching and grasping; occasional lifting, carrying, pushing and pulling up to 25 lbs.; all other physical activities required for the performance of the essential and secondary functions.
12. Ability to work independently as well as establish and maintain harmonious relations with others both inside and outside the Fire Department.
13. Basic knowledge of program budget principles and practices.
14. Works well with subordinates, department personnel, other fire departments, other agencies and the general public. Provides quality customer service.