

EMERGENCY MEDICAL SERVICES COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves important administrative and operations work providing assistance, education and coordination services to Cattaraugus County Emergency Medical Services (EMS) agencies. A person in this class assists the Director of Emergency Services to ensure that County Fire/EMS agencies meet mandates, protocols, directives, operational requirements and community needs and maintains a close, cooperative working relationship between public safety agencies within Cattaraugus County through training and awareness of patient care goals and needs. General direction is provided by the Director of Emergency Services. Considerable leeway is allowed for the exercise of independent judgment. Supervision of the work of others is not a responsibility of this position. Work involves significant amounts of field work and travel. An Emergency Medical Services Coordinator does related work as required.

TYPICAL WORK ACTIVITIES:

- Administers the County programs for EMS training and mutual aid in cases of emergencies in which the services of EMS providers would be used;
- Coordinates and manages the New York State Department of Health Bureau of EMS certification courses;
- Directs the preparation of, review and approves claim for payment forms for NYS education reimbursement for eligible students in approved NYS EMS courses according to NYS established policies;
- Coordinates and manages the American Heart Association Courses that are sponsored by the Cattaraugus County Office of Emergency Services;
- Purchases, maintains, and loans equipment, materials, and supplies to be utilized in EMS courses;
- Oversees the maintenance of records and reports related to EMS courses;
- Contacts and oversees EMS Instructors who conduct certification courses;
- Creates and maintains the EMS training course schedule to maximize opportunities;
- Assesses EMS education needs and develops action plans and programs to address same;
- Develops and maintains the mass casualty incident (MCI) equipment stockpile, and associated tasks related to MCIs;
- Acts as a liaison to the Communications division of the Cattaraugus County Sheriff's Office;
- Maintains an Emergency Medical Services contact database;
- Acts as liaison with other County/Regional/State organizations linked to the EMS system, such as medical directors, regional councils, program agencies, commercial ambulance services and the like;
- Works with other County EMS employees to observe and assist in on-scene matters as needed;
- Responds to the scene of major medical emergencies and/or disasters as requested to assist Director of Emergency Services/Fire Coordinator, or other Emergency Services staff to coordinate communications and protocols and assist emergency medical personnel with treatment and the ability to use medical treatment equipment;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the County Fire/EMS agencies, their operations

and of the long-term needs of the County with regard to emergency medical treatment facilities; good knowledge of EMS regulations, protocols, directives, credentialing and operational requirements; good knowledge of the principles, practices and techniques of emergency treatment procedures; good knowledge of EMS training programs and in-service requirements; good knowledge of the County Dispatch system and services, good knowledge of personal computer equipment, operations and functions; ability to establish and maintain successful relationships with people; ability to prepare and write clear and concise reports and records; ability to present ideas clearly and effectively, both orally and in writing; integrity; good judgment; tact and courtesy; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

- A. Graduation from a regionally accredited or New York State registered college with an Associate's degree and two (2) years of full-time experience or its part-time/volunteer equivalent in providing emergency medical treatment in the field, which must have included or been supplemented by one (1) year of full-time experience or its part-time/volunteer equivalent in the administration of instruction and/or instruction of emergency medical personnel; OR
- B. Four (4) years of full-time experience or its part-time/volunteer equivalent in providing emergency medical treatment in the field, which must have included or been supplemented by one (1) year of full-time experience or its part-time/volunteer equivalent in the administration of instruction and/or instruction of emergency medical personnel.
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS

The following must be possessed at the time of appointment and maintained during service in this class:

- a. Appropriate license to operate a motor vehicle in New York State
- b. Certification as an Emergency Medical Technician (EMT) issued by the NYS Health Department in accordance with Part 800, Chapter VI of the State Emergency Medical Services code.

SPECIAL NOTE:

Incumbents voluntarily assigned to a Tactical Medical Unit must meet qualifications and standards under New York State Criminal Procedure Law 2.10 section 26 as a Peace Officer and Auxiliary Police Officer.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 6/10/16
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