

Regional Education Specialist

Western Virginia Emergency Medical Services Council, Inc.

JOB TITLE: Regional Education Specialist, Salary Grade 11

DEPARTMENT: Education

SUPERVISOR: Executive Director

Western Virginia EMS Council is one of 11 designated EMS Councils in the Commonwealth of Virginia. The mission of the Western Virginia EMS Council is to facilitate regional cooperation, planning and implementation of an integrated emergency medical services delivery system.

Regional EMS Councils in the Code of the Virginia 32.1-111-11
The Board [of Health] shall designate regional emergency medical services councils which shall be authorized to receive and disburse public funds. Each Council shall be charged with the development and implementation of an efficient and effective regional emergency medical services delivery system.

GENERAL JOB DESCRIPTION

Provides direct in-person or virtual based instruction for Emergency Medical Services (EMS) educational offerings, and participates in program planning, implementation, and evaluation. Participates in related projects.

MAJOR DUTIES AND RESPONSIBILITIES

Prepares and delivers instruction in-person at various locations and through virtual formats as needed; supervises the activities of course participants during instructional time. Participates in the planning, implementation, coordination, and evaluation of EMS educational program offerings. Evaluates learner performance, provides feedback, and develops learner remediation plans.

Coordinates development of budgets related to educational offerings in conjunction with the Finance Director.

Attend all Council Board of Director's meetings and provide information to the Directors as requested.

Maintain primary responsibility to provide educational content for the Council's website. Disseminate information relating to education, certification, regulations, requirements, etc. to all stakeholders within the region.

Acts as a liaison between the Council and educational institutions (especially community colleges) in the development and provision of EMS educational programs. Participates as a member of various advisory or liaison committees as requested. Work with these educational institutions to encourage consistency and to assure quality of programs.

MINOR DUTIES AND RESPONSIBILITIES

Fulfills EMS educational program administrative requirements, to include calculation and submission of grades, maintenance of program, course, and student/participant records, and preparation and submission of data and reports. Participates in continuing professional development programs as appropriate. Adheres to established Office of EMS, Virginia Department of Health and Council policies and procedures and relevant quality and safety standards. Performs miscellaneous job-related duties as assigned.

Identify needs for course supplies and textbooks throughout the region. Coordinate efficient consolidated purchasing.

Staff other committees as assigned.

QUALIFICATIONS FOR THE JOB

Education:

Thorough knowledge of the development, coordination, and presentation of EMS educational programs. Sufficient knowledge of related areas such as disaster management, incident command, trauma triage, and pertinent OSHA regulations.

Experience:

Certification as an Emergency Medical Technician-Paramedic. A minimum of five years EMS experience is desired. Currently certified as Education Coordinator with the Office of EMS, Virginia Department of Health or able to obtain Education Coordinator status within 18 months of employment.

Other:

Preferred bachelor’s degree from a regionally accredited college or university. EMS instructorships from American Heart Association (ACLS & PALS), National Association of EMT (NAMET), and other professional organizations associated with EMS education. Fire-EMS based delivery system experience desirable.

KEY COMPETENCIES

1. In conjunction with field staff and physician course directors, coordinate consistent ALS educational programs throughout the region.
2. Develop and maintain course quality assurance programs in conjunction with physician course directors. Attend and monitor courses throughout the region to maintain quality and continuity. Provide feedback to instructors, coordinators, and students.
3. Assist localities and agencies to ensure the availability of Education Coordinators.
4. Participates with the Council’s Performance Improvement program.
5. Track trends in student performance throughout the region, to be compared with statewide trends, for use in course development.
6. Attend and participate in Office of EMS, Virginia Department Health related meetings as directed. Attends and supports the annual EMS Symposium as a Council employee.

PHYSICAL REQUIREMENTS

Moderate physical activity. Requires handling of average-weight objects up to 25 pounds or standing and/or walking for more than four (4) hours per day. Work involves light exposure to normal weather-related events as this position duties require out of office work and regional/state travel on occasion.

Signature Approved By: _____

Date Approved: _____

Date Last Reviewed: _____

Last Reviewed By: _____