

WESTERN VIRGINIA EMERGENCY MEDICAL SERVICES COUNCIL, INC.
POSITION DESCRIPTION AND REQUIREMENTS

This position description is not intended to be an exhaustive list of all the duties of the position. It is a summary including many of the more important duties of the position. Other duties may be assigned by supervisors from time to time or identified by the employee.

TITLE: FIELD COORDINATOR I

SUMMARY DESCRIPTION:

The Field Coordinator I is responsible for and will assist the Executive Director in coordinating the various field components of the regional EMS system and in organizing, planning, and implementing programs and projects in support of the Council objectives. The Field Coordinator I reports to the Executive Director. Frequent travel within the region is required. Many class and committee meetings will be held in the evenings or on weekends, so night and weekend duties will be assigned. Some travel outside the region is required. The Field Coordinator I must possess a thorough knowledge of pre-hospital medicine. He or she must be able to efficiently and effectively organize programs and be willing to learn and master new programs and assignments. At least 75 percent of this position is dedicated to fulfilling VDH/OEMS contractual deliverables.

QUALIFICATIONS, EDUCATION AND EXPERIENCE:

Certification as a Nationally Registered or Virginia Paramedic, with a minimum of three years' experience in the delivery of pre-hospital EMS. Certification as a Virginia Education Coordinator. Minimum education: High school graduation. Associate's degree strongly preferred. Proficiency in oral and written communication skills. Must have a general working knowledge of computer systems, including familiarity with Microsoft Office applications (Word, Access, Excel, PowerPoint, Publisher, etc.) The ability to adapt to a flexible schedule of working hours that will involve some nights and weekends with travel. The ability to efficiently and effectively organize, plan, implement and evaluate various projects and programs. Ability to develop and maintain excellent working relationships with volunteer and career EMS providers, hospital administrative personnel and government officials.

DUTIES:

1. Serve as a resource to EMS providers, agencies, hospitals and local governments in the region.
2. Develop and maintain effective liaison with hospitals, local governments and EMS agencies throughout the region, and enhance coordination and cooperation in pursuing mutual goals and activities.
3. Assist with the development and implementation of recruitment and retention plans and programs and community awareness programs.
4. Serve as staff liaison to the Peer Review Committee(s), Performance Improvement Committees, and other committees and assignments as directed.
5. Assist in maintaining and updating the Council's website and other means of communicating information to the public.
6. Assist in coordinating the EMS components in disaster exercises and in the planning and implementation of periodic mass casualty incident management workshops. Serve as a liaison to disaster task forces in the region as assigned.

7. Assist in filing Virginia OEMS course approval forms for continuing education classes and workshops. Coordinate, monitor and evaluate the effectiveness of various continuing education, adjunct and other courses in the region as assigned.
8. Carry out elements of various Council plans as assigned. Will assist in the development, implementation and evaluation of various Council plans and programs.
9. Coordinate practical testing and other testing as directed.
10. Assist agencies in the development of EMS Financial Assistance grant applications.
11. Assist in implementation and continuation of quality assurance and quality improvement programs in the region.
12. Maintain course records and other records as assigned for providers within the region as part of the Council's record keeping systems.
13. Draft periodic reports that will document activities and progress toward established objectives.
14. Other duties as assigned by the Executive Director.
15. Attend all WVEMS Council board of directors' meetings and provide information to the directors as requested.

CLASSIFICATION: This position is an exempt position but is generally limited to 40 work hours per week. Field Coordinator I is classified at Grade 11 on the WVEMS pay plan.

I have been provided with a copy of this position description. I acknowledge that I have read and understand this document.

Employee

Date