

EMERGENCY MEDICAL SERVICES COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is a professional and administrative position in the Ulster County Department of Emergency Communications/Emergency Management (EM/EC). The incumbent in this position will act as liaison to emergency medical providers, hospitals, local, state regional and community organizations and municipal groups while assisting and working with the provider community in the identification of problems and the implementation of solutions to these problems. The incumbent will also develop training and planning programs in conjunction with Emergency Service providers which will include the development and testing of bio-terrorism plans. This position functions under but also works closely with the Ulster County Department of Health. This work is confidential in nature and is performed under the direct supervision of the Director of EM/EC, with leeway allowed for the use of independent judgement in carrying out the details of the work. Supervision may be exercised over the work of support staff. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Acts as liaison, and assists Emergency Medical Service (EMS) providers and responders with the services offered by the Ulster County Department of EC/EM;

Monitors and prepares responses to any current issues affecting the volunteer EMS responders, EMS agencies and local municipalities;

Plans, implements and coordinates emergency medical services in Ulster County;

Coordinates the integration of emergency medical care programs with other public and community agency programs;

Coordinates the participation of local ambulance squads in the New York State approved training courses;

Coordinates the voluntary and proprietary ambulance services and may coordinate their radio communication systems;

Coordinates EMS activities during activation of Ulster County's Emergency Operations Center (EOC);

Develops new service and communication capabilities within the emergency medical service system;

Develops in-service training programs for emergency medical service personnel, volunteers, and other staff;

Assists in planning and coordinating the recruitment, selection, training and evaluation of emergency medical personnel;

Plans in conjunction with the Ulster County Department of EC/EM staff, responses to disasters (manmade or natural), multi-casualty incidents, terrorism (biological, chemical, radiological or threat) and any related incidents;

Investigates problems and develops recommendations dealing with emergency medical services;

Investigates emergency medical service complaints and reports findings for action;

Responds to the scene of major medical emergencies in order to observe and assist medical and public safety personnel as required;

Reviews various proposals and plans relating to emergency medical care and makes recommendations for implementation to the Health Commissioner;

Reviews on a yearly basis the Ulster County Mass Casualty Incident plan and updates as necessary;

Establishes training times, places and schedules of participation with the instructors; develops course curriculum and funding grant proposals for additional training courses;

Addresses community groups, training sessions, school groups and other public and private organizations to promote emergency medical service programs;

Attends meetings, conferences and professional workshops related to emergency medical care;

Assists in the preparation of emergency medical service programs;

Assists with the training, monitoring and review of Ulster County's Automatic External Defibrillator (AED) program;

Recommends the purchase of equipment and works towards procurement of the funds through federal, state and local agencies;

Prepares budget proposals for division funding;

Supervises and evaluates division staff;

Renders emergency medical care when necessary;

May prepare federal and state grant applications for equipment, supplies, services and training in the emergency medical service field.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the principles, practices and techniques of emergency medical treatment procedures and services; thorough knowledge of the procedures, equipment and terminology associated with basic and advanced life support; thorough

knowledge of the literature, equipment and materials needed in the instruction of emergency medical care procedures; through knowledge of administrative management principles,

practices and techniques; thorough knowledge of the administrative policies and requirements of the New York State Division of Emergency Medical Services; thorough knowledge of the procedures, equipment and terminology associated with radio and biotelemetry communications in an emergency health service setting; good knowledge of the day to day operations of an ambulance service; good knowledge of grant application and management principles and practices; good knowledge of organization and staffing methods; good knowledge of the geography and political subdivisions of the County; good knowledge of reporting procedures for the department; good knowledge of the laws and regulations relating to emergency medical services; working knowledge of community agency organization relating to Emergency Medical Services; ability to plan and supervise the work of others in a manner conducive to full performance and high morale; ability to make clear, effective decisions in stress situations; ability to comprehend and apply information contained in technical manuals pertaining to emergency medical services and equipment; ability to interpret the fire training and mutual aid plan to county and local officials and the public; ability to present ideas clearly and effectively, both orally and in writing; ability to coordinate and evaluate para-professional, technical and emergency medical service personnel in providing emergency medical care; ability to establish and maintain effective working relationships with professional, technical and para-professional staff, volunteers and with the public; initiative; resourcefulness.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in a health related field and three (3) years of full-time paid experience or its' part-time equivalent in a health related field; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university with an associate's degree in a health related field and five (5) years of full-time paid experience or its' part-time equivalent in a health related field; **OR**
- C. Graduation from high school or or possession of a high school equivalency diploma and seven (7) years full-of time paid experience or its' equivalent in a health related field.

Special Requirements:

- 1. Possession of a certificate as an Advanced Emergency Medical Technician issued by the New York State Department of Health; **AND**
- 2. Possession of an appropriate driver's license issued by the New York State Department of Motor Vehicles.

ULSTER COUNTY
2890 EMS COORD
Classification: Competitive
MGT

Adopted: December 31, 1987
Revised: March 31, 2015