

EMS COORDINATOR-TOWN OR VILLAGE

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for coordinating the administrative and operational functions of Emergency Medical Services for a township, village or fire district. The incumbent is responsible for performing liaison work with local Emergency Medical Services personnel and emergency response teams, in order to coordinate efforts and available resources. Work is performed under the general direction of a designated employee with considerable leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision is not normally a function of this position. 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.

Coordinates the administrative and operational functions of Emergency Medical Services (EMS) for a township, village or fire district;

Develops, coordinates, assists and/or teaches EMS training sessions and drills for respective agencies;

Collects, maintains and forwards all relevant records to requesting agency, such as recertifications and committee records;

Attends meetings to maintain the interests of the township, village or fire district, such as local medical advisory committee and total quality management meetings, Emergency Rescue Squad meetings and trainings and Board of Fire Commissioners meetings, upon request;

Assists in the coordination of OSHA (Occupational Safety and Health Administration) mandated programs for respective agency;

Assists with the scheduling of ambulance staff;

Maintains a current list of all staff members, including licensing credentials and expiration dates;

Reviews all calls for adherence to BLS (Basic Life Support) and ALS (Advance Life Support) protocols;

Fulfills requests for patient information according to the specific township, village or fire district and HIPAA (Health Insurance Portability & Accountability Act) policies;

Recommends and develops training and remediation sessions based on performance reviews;

Performs monthly inspection and restocking of all supplies and medications, including narcotics and BLS and ALS boxes, while keeping all supplies in date order, maintaining required records and replacing supplies and medications on an as needed basis;

Checks EMS equipment, vehicles and onboard supplies weekly and makes arrangements for services, repairs and restocking, as needed;

Maintains oxygen system, including ordering supplies and changing tanks;

Performs a variety of building maintenance tasks, including coordinating the cleaning schedule, performing or arranging for minor repair work and assuring safe access to the building in inclement weather;

May provide emergency medical care and transportation for patients in the pre-hospital setting;

May act as liaison to other emergency services or outside agencies and organizations, while keeping up-to-date on current issues in the emergency services field.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the principles, practices and techniques of emergency medical treatment procedures and services; good knowledge of the procedures, equipment and terminology associated with basic and advanced life support; working knowledge of the day-to-day operations of an ambulance service; working knowledge of the geography of the township, village or fire district; ability to make clear, effective decisions in stressful situations; ability to comprehend and apply information contained in technical manuals pertaining to emergency medical services and equipment; ability to present ideas clearly and effectively, both orally and in writing; initiative; resourcefulness; patience; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in a health-related or emergency services field and three (3) years of experience as an active paramedic or in a hospital emergency room; **OR**
- B. Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience as an active paramedic or in a hospital emergency room.

Note: At time of appointment and throughout the duration of employment, incumbent must possess a valid New York State Driver's License.

Special Requirements:

1. Current certification by New York State as an Emergency Medical Technician.
2. There are a variety of difference certifications and courses that incumbents of this position must successfully complete in order to be eligible for continued employment. The appointing authority will be responsible to ensure that these requirements are met.

ULSTER COUNTY
2895 EMS COORD
Classification: Competitive
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Adopted: June 16, 2005