

DELTA AMBULANCE
POSITION DESCRIPTION

Position Title:	Education Coordinator	Policy #	7.21
Department:	Education / Operations	Effective:	1/1999
Reports to:	Director of Education	Job Status:	Non-exempt
Administrative Authorization:		Date:	03/9/2021



Executive Director

Statements are intended to describe the general nature of work being performed. They do not necessarily include all responsibilities and duties usually associated with the job title.

Position Summary: (General nature and purpose of position)

Performs all functions of the Emergency Medical Technician Position Description and Instructor Coordinator. Responsible for the coordination of certain education programs company-wide. Interprets and implements policies, procedures, standards and regulations pertaining to personnel development and education. Assists with the administration of a staff development program and in the delivery of an OSHA compliance program.

Essential Functions: (Fundamental, basic, necessary or vital functions)

1. Acts as a positive example to employees and students by promoting a constructive, safe, and nurturing work environment.
 - a. Actively participates in all company safety and security plans and instructs employees and students in procedures required to ensure a safe, secure work and learning environment.
 - b. Represents and supports the company with a positive and dedicated demeanor in interactions with both internal and external customers.
 - c. Ensures that all employees and students are treated in an equitable manner in all interactions.
 - d. Acts as a teacher, mentor, and resource to all company employees.
2. Maintains competency in supervisory, managerial, and educational skills and/or knowledge.
 - a. Attends a minimum of one annual seminar on supervisory subjects.
 - b. Attends seminars or other educational programs on subjects related to the development and presentation of educational programs as the opportunity is presented or recommended.
3. Acts as a communication conduit between Senior Management and staff working in the individual's area of functional responsibility.
 - a. Works closely with the Senior Management Team to ensure communication of information.
 - b. Makes recommendations for disciplinary action when necessary.
 - c. Completes documentation of all personnel counseling interactions.
4. Maintains records to verify that all staffs remain current for state licensure, required certifications, and professional competencies.

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Critical Functions: (Work Functions deemed necessary in order to offer a high degree of quality services to our customers)

1. Interprets company policies according to the intent of the policy as it pertains to promoting the needs of the customer and the company.
2. Monitors, evaluates, and modifies the job performance of employees working in the assigned functional area.
 - a. Ensures that employees perform all job responsibilities according to Delta Ambulance standards.
 - b. Orchestrates the provision of assistance, guidance, or training as required or directed.
 - c. In collaboration with Human Resources and/or the appropriate Senior Management member, exercises corrective action/authority in situations where a patient, employee or student's well being is jeopardized or the efficient operation of the company is threatened.
3. Attends 75% of Operations Team Meetings.
4. Attends 75% of Staff Meetings.
5. Attends 75% of FTO Meetings.

General Functions: (Activities that can be accomplished as the need presents itself)

1. Works cooperatively with Senior Management and other Operations Team members to ensure the efficient development, communication, and implementation of operational policy.
2. Assists with the coordination of programs to improve and maintain work related competencies.
 - a. Periodic continuing medical education to exceed the minimum state requirements.
 - b. Periodic clinical rotations for all field staff to improve/maintain clinical competency.
 - c. Company-wide orientation, preceptor, and proficiency programs.
3. Assists with the coordination of clinical experiences for students from all EMS education programs.
4. May be asked to represent the company through participation in local, State, and national educational organizations.
5. Participates in the coordination of special projects.
6. May perform other duties as requested or required.

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Qualifications and Competencies

A. Experience	<u>Required</u>	<u>Preferred</u>
One or more years	[x]	[]
Three years or more	[]	[x]
B. Other Skills	<u>Required</u>	<u>Preferred</u>
Customer Service Skills	[x]	[]
Infection Control Training	[]	[x]
Computer Literacy	[x]	[]
Keyboarding Skills	[x]	[]
Knowledge of Process Improvement	[]	[x]
Multi-line Telephone Usage	[x]	[]
Radio Communications	[x]	[]
Supervisory Experience or Demonstrated Skills in Supervision.	[x]	[]

Licensure Level Specific Qualifications and Competencies

A. Licenses	<u>Required</u>	<u>Preferred</u>
EMT (Paramedic) Licensure	[x]	[]
State of Maine Level I <i>Instructor Coordinator</i>	[]	[x]
B. Certifications	<u>Required</u>	<u>Preferred</u>
Cardiopulmonary Resuscitation (BCLS)- <i>Instructor</i>	[]	[x]
Ambulance Vehicles Operators Course (AVOC)- <i>Instructor</i>	[]	[x]
Advanced Cardiac Life Support (ACLS)- <i>Instructor</i>	[]	[x]
Pediatric Advanced Life Support (PALS)- <i>Instructor</i> or Pediatric Education for Prehospital Providers (PEPP)- <i>Instructor</i>	[]	[x]
Critical Care Transport Team Paramedic	[]	[x]
Occupational Safety and Health Programs <i>Instructor</i>	[]	[x]
Certificate in Supervision or college course in Supervisory Management.	[]	[x]

Reviewed: 6/2010, 02/2021

Revised: 7/2001, 4/2002, 1/2006, 6/2010, 03/2021