

CITY OF FORT WAYNE JOB POSTING

Applicants and Employees must meet duties/essential functions and minimum requirements.

Job Vacancy:	EMS Coordinator- Educator	Department:	Fire
Requisition Number:	2024218		
Hours:	7:00 am to 4:00 pm, may vary	Rate of Pay:	\$65,023.92-\$91,033.28
Date Posted Up:	7/10/2024	Date Posted Down:	
Time Up:	9:45 am	Time Down:	

Working under the direction of the District Chief of EMS or his designee, incumbent is responsible for training the Fort Wayne Fire Department on applicable medical protocols and required skills for each member’s certification level, ensuring compliance with applicable federal and state regulations pertaining to EMS. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City of Fort Wayne, the Fort Wayne Fire Department safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following.

Facilitation & Training

- Facilitates and instructs an Advance EMT certification program to the State of Indiana and National Registry standards.
- Facilitates Emergency Medical training for the Fort Wayne Fire Department;
- Assists with blood borne pathogen training, compliance with federal regulations, and the proper recording and reporting of exposures;
- Works with fire training division and assists when requested;
- Assist with maintaining the Fort Wayne Fire Department EMS Training Institute status with the State of Indiana through the Indiana Department of Homeland Security;
- Trains the Fort Wayne Fire Department personnel on applicable medical protocols;
- Provide semiannual ALS skill lab or lecture training for Fort Wayne Fire Department personnel;
- Assist with CPR biennial recertification classes for the Fort Wayne Fire Department;
- Under the direction of the District Chief of Training and the District Chief of EMS create and implement a yearly EMS training plan;
- Work with District Chief of EMS and shift commanders to schedule training.

Operations

- Work with District Chief of EMS to identify deficiencies in the Fort Wayne Fire Department’s delivery of emergency medical care;
- Assists the District Chief and the Assistant Chief of Community Risk Reduction with overseeing the completion and the recording of all medical audit requirements as defined by the State and the system’s medical director;
- Assists the District Chief of EMS with the procurement and inventory of all medical supplies;
- Assist District Chief of EMS with updates of all current medical protocols along with the drafting of any new EMS protocols;

Information & Communication

- Participates in the system audit and review process by reporting required information to the Medical Director at the regularly scheduled audit and review meeting.
- Coordinate with training academy, medical director, and Three Rivers Ambulance Authority to establish a process to correct deficiencies;
- Attends meetings as required by the District Chief of EMS as a representative of the Fort Wayne Fire Department;
- Advises the Assistant Chief of Community Risk Reduction and District Chief of EMS on both national and local trends relating to the EMS field;
- Stays current in EMS disciplines by attending seminars, training sessions, and through correspondence with surrounding medical systems;

MARGINAL FUNCTIONS

Perform other duties as required.

PERFORMANCE EXPECTATIONS

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

SUPERVISORY RESPONSIBILITIES

Incumbent does supervise those members enrolled in the Fort Wayne Fire Department EMS Training Institute and may supervise other staff as position assumes more responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- High School Diploma and education or experience supplemented by advanced courses in related medical fields;
- Bachelor or Associate Degree related to the medical and/or management field is preferred, but not necessary;
- State certified paramedic preferred
- Knowledge of and ability to apply accepted medical principles, practices, and theories;
- Knowledge of or the ability to locate various local, state, federal laws, and regulations applicable to the fire department operations pertaining to health issues with the ability to adapt to new and changing laws and interpretations;
- Full range of generally accepted and commonly used principles and precedents related to Emergency Medical Responder, EMT and Paramedic training;
- Ability to operate standard office equipment, and software, (example: word processing & spreadsheet application);
- Strong communication skills, both oral and written.

LANGUAGE SKILLS

The employee must have the ability to work with medical providers, department personnel and the general public. Employee's contacts are with fire fighters, government officials, representatives of outside organizations and the general public. Contacts are for explanation or interpretation of policies pertaining to federal, state and local laws dealing with medical incident response reports, Emergency Medical Responder, EMT, Paramedic training and EMS quality assurance.

MATHEMATICAL SKILLS

The employee must have the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. The employee must have the ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Employee works with generally accepted guidelines that are not always clearly outlined. Employee uses own judgment in selecting the most pertinent guidelines when interpreting precedents and adapting standard formulas, methods and procedures to fit facts and conditions. Complexity of work is broad in scope and of substantial intricacy involving many variables or considerations.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Indiana Driver's License;
- Certified as an Indiana State EMS Primary Instructor or obtain within six months of date of appointment;
- National Registry Paramedic Certification;
- State of Indiana Paramedic Certification or obtain reciprocity;
- Certified as an American Heart Association CPR Instructor, certified instructor of ACLS, PALS and PHTLS or obtain within twelve months of date of appointment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk and listen. The employee frequently is required to stand; walk; use hands, reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee works with generally applicable methods of operation but must use judgement in selecting pertinent guidelines and in adapting standard methods to ensure that proper procedures are followed and the health and safety of the public is ensured. Employee must handle relatively complex issues without the aid of specific instructions from the supervisor. Employees normally works inside and outside with occasional exposure to hazardous conditions.

Applications may be submitted on-line at www.cityoffortwayne.org or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1st Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Applicants must be 21 years of age or older to hold a CDL with the City of Fort Wayne. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.