

Training Coordinator Position Opening

Interior Region EMS Council is recruiting for the position of Training Coordinator. This salaried/ exempt position works under the direction of the Director. The Training Coordinator plans, coordinates and administers training programs, advises the staff on EMS standards, best practices, equipment and supplies, manages the AHA Training Center, and supervises the activities of the training staff.

Compensation and Benefits

- Salary: Starts at \$65,000-\$70,000 , DOE, DOQ; Benefits include: Vacation/Sick Leave; 13 paid holidays; Health, Dental and Life Insurance; 403(b) Retirement Plan contribution

Minimum Qualifications include:

- National registry paramedic or AEMT certification and AK-AEMT within one year of hire, or registered nurse, nurse practitioner, physician assistant or physician eligible for Alaska licensure within one year of hire.
- Current American Heart Association BLS certification
- Minimum of three years' experience in the provision of emergency care.
- Minimum two years experience in EMS Instruction at any level.
- Eligible for certification as an ETT, EMT-I, II and III, AK-AEMT, ACLS, PALS Instructor for the State of Alaska within one year of hire.
- Experience in and demonstrated capability of providing excellent customer service.
- Effective communication skills, both oral and written.
- Experience and demonstrated proficiency with commonly used business software: word processing, spreadsheet, presentation and email programs, and use of the internet.
- Demonstrated ability to maintain a positive work atmosphere through effective interaction and communication with co-workers, customers and management.
- Demonstrated strong organizational skills and the ability to multi-task.
- Ability to pass background and past employment screening.

Preferred qualifications include:

- Bachelor's Degree or higher.
- Alaska licensed MICP or AK-AEMT or Alaska licensed registered nurse, nurse practitioner, physician assistant or physician.
- Three or more years' experience in the provision of pre-hospital emergency care.
- Knowledge of and experience in EMS issues and challenges in rural Alaska, especially rural Interior communities.
- Two or more year experience as an instructor of EMRs/First Responders, ETTs, EMTs and higher.
- Formal training in the concepts of adult education.
- Experience developing curricula for initial and continuing education of EMTs and other health care personnel.
- One or more years' management experience including management of personnel and budget.
- Experience in and demonstrated capability of working with, training and managing volunteer EMTs and other pre-hospital providers.
- Experience with and demonstrated proficiency with Microsoft Word, Powerpoint and Excel software.

Submit your cover letter and resume to IREMSC at director@iremsc.org as soon as possible. **Reviews will be done immediately as applications are received.** Position is open until filled.

Interior Region EMS Council
2503 18th Ave
Fairbanks AK 99709.
(907)456-3978

Interior Region EMS Council
Training Coordinator
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DESCRIPTION

Under the direction of the Executive Director, plans, coordinates and administers training programs, advises the staff on EMS standards, best practices, equipment and supplies, and supervises the activities of the training staff. Assist the Regional services in setup and entry into the State ePCR program, AURORA as the Regional Data Manager.

DUTIES

1. Works collaboratively with state EMS officials, other state agencies and local and regional EMS programs on projects and issues of statewide importance.
2. Advises the Executive Director on the direction and scope of the EMS Training Department. In this capacity the Training Coordinator prepares periodic and special activity reports, prepares the draft goals and objectives for each year, and makes presentations to the Board and other outside organizations on the IREMSC training program
3. Manages the day-to-day operation of the Training Department to assure that the training goals and objectives are being met and remain within the budget. This includes program and fiscal management responsibilities, administrative oversight of class record keeping, development of proposals and contract scopes of work, and maintenance of training library and other training equipment and materials.
4. Serve as the liaison between the IREMSC, state, native associations, municipalities and other agencies, promoting what is in the best interest of EMS in the interior, particularly in the rural and super-rural communities.
5. Performs the annual evaluations in collaboration with the Executive Director for staff under their direct supervision.
6. Manages the American Heart Association Training Center.
7. Provides oversight of the Alaska EMT certification and examination processes conducted by the IREMSC to ensure they are conducted fairly and consistently including the training and retention of Certifying Officers.
8. Serves as the Training Center Coordinator for IREMSC's American Heart Association (AHA) Training center and may also serve as AHA Training Center Faculty for BLS, ACLS, PALS and other AHA courses that may require such a role.
9. Serves as a liaison to the IREMSC Medical Director and other EMS Medical Directors in the region and works with them to ensure that Regional Standing Orders and other protocols reflect current standards and best practices.
10. Serves as the Regional Data Manager, assisting services in setup and data entry questions into the State ePCR program, AURORA. Assists the Fiscal & Business Ops Manager in the design and development of reports from AURORA.
11. Represents IREMSC on the State Training Committee and other local, regional, state and national groups as required.
12. Provides technical assistance to Executive Director and other IREMSC staff, EMS organizations within the region and serves as a regional expert for EMS practices, standards, equipment, regulations and training questions.
13. Teaches EMS courses, EMT Instructor classes and other classes as required.

14. Serves as Certifying Officer at EMT examinations as needed and serve as on-call regional resource for Certifying Officers.
15. Plans and coordinates the annual regional EMS conference and other events as required.
16. Performs site visits as needed.
17. Maintains all certifications and licenses required for the position
18. Writes material for printed and electronic media as required.
19. Other special projects and duties as may be assigned

QUALIFICATIONS

REQUIRED EDUCATION, KNOWLEDGE AND EXPERIENCE

1. National Registry Paramedic or AEMT certification with AK-AEMT within one year of hire, or registered nurse, nurse practitioner, physician assistant or physician eligible for Alaska licensure within one year of hire.
2. Current American Heart Association BLS certification.
3. Minimum of three years' experience in the provision of emergency care.
4. Minimum two years of experience in EMS Instruction at any level.
5. Formal training in the concepts of adult education.
6. Eligible for certification as an EMT-I, II, III and AK-AEMT Instructor for the State of Alaska within one year of hire.
7. Experience in and demonstrated capability of providing excellent customer service.
8. Effective communication skills, both oral and written.
9. Experience and demonstrated proficiency with commonly used business software: word processing, spreadsheet, presentation and email programs, and use of the internet.
10. Demonstrated ability to maintain a positive work atmosphere through effective interaction and communication with co-workers, customers and management.
11. Demonstrated strong organizational skills and the ability to multi-task.
12. Ability to pass background and past employment screening.

PREFERRED EDUCATION, KNOWLEDGE AND EXPERIENCE:

1. Bachelor's Degree or higher.
2. Five or more years' experience in the provision of pre-hospital emergency care.
3. Knowledge of and experience in EMS issues and challenges in rural Alaska, especially rural Interior communities.
4. 5 or more years' experience as an instructor of EMRs/First Responders, ETTs, EMTs and higher.
5. Experience developing curricula for initial and continuing education of EMTs and other health care personnel.
6. One or more years' management experience including management of personnel and budget.
7. Experience in and demonstrated capability of working with, training and managing volunteer EMTs and other pre-hospital providers.
8. Experience with and demonstrated proficiency with Microsoft Word, Powerpoint and Excel software.
9. Experience with database management.