



Eastern Band of Cherokee Indians

Job Description

Position ID Number:		Last Revised:	12/18/16
Position Title:	Asst. Education Coordinator/EMT-P	Department:	Public Safety
Reports to:	Education Coordinator	Division:	Operations

Primary Function: This position is located with the Eastern Band of Cherokee Indians in the Cherokee Tribal EMS Department. The purpose of this position is to serve as an assistant to the Education Coordinator for Tribal EMS and to work as a NC Certified Paramedic when needed.

Job Duties and Responsibilities:

- Serves as the Clinical Coordinator for initial certification classes for EMT through EMT-Paramedic level and works with other EMS agencies and local hospitals to arrange clinical experiences for students in the certification courses taught at Cherokee Tribal EMS in accordance with NCOEMS guidelines.
- Coordinates with the Clinical Instructors at Western Carolina University, Southwestern Community College, Haywood Community College, Landmark Learning, and Nantahala Outdoor Center to arrange for their students to receive clinical education at Cherokee Tribal EMS.
- Reviews the background checks, immunization records, drug screen, and HIPPA training of all students coming into clinical at Cherokee Tribal EMS to ensure their eligibility to ride here.
- The primary instructor of and arranges instructors for the EMT program in the vocational education offered at Cherokee Central Schools.
- Assists in developing schedules continuing education classes, workshops, and classes for Cherokee Tribal EMS staff members based on data obtained from the Peer Review and QA & I committees.
- Assists in developing schedules continuing education classes, workshops, and classes for Cherokee Fire and Rescue staff members based on data obtained from the Peer Review and QA & I committees.
- Assists in scheduling and evaluates required annual critical skill evaluations for Cherokee Tribal EMS staff members.
- Assists in scheduling and evaluates required annual critical skill evaluations for Cherokee Fire and Rescue medical staff members.
- Assists in teaching classes.
- Attends meetings, training, and workshops pertaining to job duties to stay up to date on current medical practices and ensure compliance with them.
- Serves on the Peer Review Committee.
- Assists in Scope of Practice Evaluations for all persons interviewing for a job at Cherokee Tribal EMS.
- Maintains proficiency on all equipment used at Cherokee Tribal EMS in order to educate new employees and update training for existing employees.
- Schedules and assists in teaching specific EMS topics in the Cherokee Central School System, day care centers, community clubs, and other organizations.
- Maintains a NC driver's license.
- When needed and as time permits, works active duty making ambulance calls.

Education /Experience:	An Associate's in Applied Science Degree in EMS, or BS Degree in EMS or a related field (i.e., nursing, business management, public health management, etc.) or two years experience in providing EMS instruction and certified as a Paramedic by the Office of EMS in the state of North Carolina. Within one year of employment, must obtain NC Level I Instructor Certification. One year would be required to become proficient in most phases of the job. Must maintain all appropriate teaching, critical core, and pediatric critical core certifications.
Job Knowledge:	A professional knowledge of the theories, principles, practices and techniques of EMT-Paramedic. Must have above average organizational and computer skills. Requires a thorough knowledge of the requirements for each North Carolina EMS Certification level and the continuing education required for each level. Must be knowledgeable of all OSHA and HIPPA Safety Rules and Regulations, Infection Control Policies, Standard Operating Guidelines for EMS, and Tribal personnel policies. Must be certified to teach American Heart Association Courses such as CPR, ACLS, PALS, and other courses: PEPP, GEMS, BTLs, First Aid, First Responder, EMT, EMT-I and EMT-P and other EMS related courses. Must be able to plan, organize and implement classes for Tribal EMS and the general public. Good communication skills both verbal and written required.
Complexity of Duties:	The complexity of the Assistant Education Coordinator position varies with each task being performed. Is subject to frequent interruptions, in person, by phone, by email, and by radio that requires varied responses. Requires planning and coordinating several activities at one time and demands then use of problem solving skills and analysis of circumstances to develop appropriate action.
Contact with Others:	Internal contacts occur on a regular basis with departmental personnel. External contacts include clients, health care professionals, general tribal population, tribal entities, Cherokee Indian Hospital staff, and local, state and federal agencies. Contacts require strict adherence to rules of conduct general order, and procedures. A high degree of tact, courtesy and professional decorum are required to maintain good public relations.
Confidential Data:	Has access to medical records, which are confidential. Must adhere to all policies in reference to HIPPA Tribal Confidentiality Policies and Privacy Act of 1974.
Mental /Visual /Physical Effort:	Job can be physically, mentally and emotionally stressful at times. High levels of concentration and attention to detail are required. Must regularly lift, pull, walk, stoop, climb, crouch, bend and reach with arms and hands. Must have good eye/hand/foot coordination, manual dexterity and visual acuity. Must be able to speak, hear, and occasionally smell. Must pass an annual physical examination.
Environment:	Work is performed in both inside and outside environments including inclement weather with personal injury hazards, traffic hazards, and exposure to biohazards and infectious disease. Must be available to have office hours and teach day time and night time classes.

Supervision Received: Will be under the direct supervision of the Education Coordinator and the EMS ALS Medical Director at Cherokee Indian Hospital.

Responsibility for Accuracy: Must Assist in maintaining accurate continuing education records for each EMS staff member and each CFD staff members. All records are subject to audit by NCOEMS, American Red Cross, American Heart Association, NAEMT, and ASHI.