



Eastern Band of Cherokee Indians

Job Description

Position ID Number:	110-2100-001	Last Revised:	06/14/2013
Position Title:	Education Coordinator/EMT-P	Department:	Public Safety
Reports to:	EMS Program Manager	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 the Education Coordinator for Tribal EMS and to work as a NC Certified Paramedic when needed.

- Job Duties and Responsibilities:**
- Prepares a continuing educational proposal to meet the NC office of EMS guidelines.
 - Maintains all continuing educational records for the Cherokee Tribal EMS staff in accordance with NCOEMS standards.
 - Schedules continuing education classes, workshops, and classes for Cherokee Tribal EMS staff members.
 - Schedules classes to be taught by EMS staff and assigns instructors to teach specific classes.
 - Maintains a course roster for each class.
 - Keeps books, teaching material and equipment available for class use.
 - Sends course roster to appropriate class sponsor and issues certification (cards/certificate) to students.
 - Sends an invoice to appropriate organization/individual for class supplies and fees.
 - Supervises all EMS instructors while they are on duty teaching classes.
 - Assists the Emergency Room Supervisory Nurse at Cherokee Indian Hospital in scheduling classes and instructors as needed by the hospital staff.
 - Prepares documentation for the EMS Advanced Life Support Committee for Cherokee Indian Hospital as needed.
 - Attends meetings, training, and workshops pertaining to job duties.
 - Maintains a NC driver's license.
 - Prepares and maintains all NCOEMS applications and documents for system plans, rules and requirements for system approval.
 - Chairs committees including Peer Review, QA/QM, FTO, and Volunteer.
 - When needed and as time permits, works active duty making ambulance calls.
 - Supervises the training of all new EMS personnel.
 - Schedules and assists in teaching specific EMS topics in the Cherokee Central School System, day care centers, community clubs, and other organizations.
 - Updates and maintains computer program for EMS for Ambulance Call Reports.
 - Works with all Public Safety Departments to coordinate training for all staff within each department.
 - Oversees the Cherokee Tribal EMS Training Center.

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 II Instructor Certification. One year would be required to become proficient in most phases of the job. Must maintain all appropriate teaching, critical care, and pediatric critical care 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-1 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 EMS Training 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.
Extent of Supervision:	Supervises all EMS teachers when they are providing instruction and supervises Field Training Officers.
Scope of Supervision:	Must assure the adequate number of instructors is available to teach scheduled classes and have a classroom, students and instructional material.
Supervision Received:	Will be under the direct supervision of the EMS Program Manager and the EMS ALS Medical Director at Cherokee Indian Hospital.
Responsibility for Accuracy:	Must maintain accurate continuing education records for each EMS staff member and records for each class taught by Tribal EMS staff. All records are subject to audit by NCOEMS, American Red Cross, American Heart Association, NAEMT, and ASHI.