Job Title: Emergency Medical Service Coordinator (EMS Coordinator)

Reports To: Fire Chief

Job Summary

Is responsible to plan, organize and administer the Emergency Medical Training Programs for all Fire Department personnel. Maintain records as required by the State of Michigan Medical Services and Oakland County Medical Authority. Enter and maintain Quality Assurance on all medical documentation of runs performed by the personnel of the Orion Township Fire Department.

Supervision Received

The Emergency Medical Service Coordinator (EMS Coordinator) will receive direct supervision from the Training Coordinator or in their absence, the Fire Chief.

Supervision Exercised

Provides direct supervision on personnel assigned during structure fires or other large scale incidents where a Medical Re-Hab situation is utilized. The EMS Coordinator will have final authority over medical matters pertaining to the well-being of individuals during such emergency operations.

Primary Duties & Responsibilities

(The following examples are intended to be descriptive, but not restrictive.)

1. Instruct, train and coordinate instruction and training on EMS procedures as it relates to public education, CPR, Basic EMT, quality assurance/improvement and other EMS functions.

2. Develop proposals and prepare presentations for enhancing EMS related delivery.

3. Attend meetings, training seminars and public hearings to ensure the interests of the Orion Fire Department are met and to serve as a source of information concerning EMS issues.

4. Coordinate all department activities and personal as it relates to EMS operations, continuing education requirements, infectious disease and other EMS/MIOSHA policies and regulations.

5. Be responsible to maintain the records for continued licensing requirements for the State of Michigan.

6. Coordinate, research and maintain records for EMS supplies and budget accordingly for supplies needed for EMS operations.
Primary Duties & Responsibilities - continued…

7. Coordinate records as it pertains to personnel relating to licensing, certifications, EMS training, vaccinations and infectious disease exposures

8. Be responsible to review all patient care reports to ensure accuracy and enter data into the approved collection data base as required by local, state and/or federal requirements.

9. Develops, reviews and updates EMS policies as needed or requested by the Fire administration.

10. Responds to and performs firefighting, rescue, emergency medical, hazardous materials, and other emergency and non-emergency activities as directed.

11. Attends training programs and seminars in all areas of Emergency Medical, firefighting, rescue, hazardous materials, and other training as directed.

12. Performs other duties which may include administrative, clerical, and public relations.

13. Attend regular Fire Department trainings and stay current in firefighting operations and maintain fire ground operations.

14. Unless otherwise directed during structure fires or other large scale emergencies, maintain a Re-Hab station monitoring firefighters for injuries or medical problems to assure their well-being.

15. Other duties as assigned by administration.

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<th>Essential Job Functions</th>
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<td>1. Ability to work independently, using good judgment, and initiative to make sound decisions.</td>
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<td>2. Ability to communicate effectively, both verbally and in writing.</td>
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<td>3. Establish and maintain effective working relationships with various individuals and groups.</td>
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<td>4. Provide both general and direct supervision to subordinate employees as required.</td>
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<td>5. Perform work assignments, and respond to emergency and non-emergency calls during normal hours, and on weekends, and on holidays if required.</td>
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<td>6. Safely operate motor vehicles including large fire apparatus in heavy traffic and all types of weather conditions. Climbing into and out of a motor vehicle on a continuous basis.</td>
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<td>7. Safely and properly operate various fire apparatus and equipment, use power and hand tools, operate radios, telephones, computers, and other communications equipment.</td>
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<td>8. Work outdoors on uneven terrain during extreme and difficult weather conditions.</td>
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<td>9. Climb ladders and stairs without assistance and work at varying heights above the ground.</td>
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<td>10. Comply with all safety rules and requirements, including the wearing of all required protective clothing, safety equipment, and respiratory protection equipment.</td>
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11. Perform tasks which require frequent and repetitious bending and stooping, lifting up to 90 pounds, carrying, rolling, dragging and pulling large/heavy objects and persons.

12. Sit at a work station for extended periods.

13. Effectively utilize computer equipment and associated software applications, telephones, and other office equipment.

14. Manage projects and assignments with frequent changes in priorities and interruptions while still meeting specific deadlines and goals.

15. Research and prepare detailed reports, develop and maintain confidential records and files.

16. Knowledge of Fire Department role and responsibilities as they relate to pre-hospital basic life support and definitive medical care.

17. Knowledge of fire based emergency medical programs, training methodology and techniques.

18. Ability to plan, organize and conduct emergency medical service training based on the Orion Fire Department’s policies and procedures.

19. Ability to demonstrate and provide instruction in a variety of medical techniques common to emergency and medical situations.

20. Ability to develop and maintain a cooperative working relationship with a variety of local, county, state and private agencies.

21. Skills in oral communications to effectively interact with public, Township employees and other EMS/Fire personnel.

22. Skills in writing and computers to be able to prepare reports and maintain accurate records.

23. Be able to adjust schedules utilizing “Flex-Time” when teaching classes after normal business hours.

**Required Minimum Qualifications**

1. Shall have graduated from an accredited high school or possess a G.E.D. equivalent certificate.
2. Shall possess and maintain a valid Michigan Driver’s License with no more than three (3) current points and a MFFTC Fire Apparatus Driver’s Exemption.
3. Firefighter I & II certification from MFFTC.
5. ICS Certificate.
6. Shall possess and maintain a State of Michigan EMS Instructor/Coordinator License.
7. Shall possess and maintain an American Heart Association BLS Instructor Certification.
8. Ten (10) years experience as a Basic EMT or Paramedic.
9. Three (3) years experience as an Instructor/Coordinator.
Subsequent Required Qualifications

Within one (1) year from the effective date of promotion from within the Fire Department or from the date of hire, if the position is filled by a person not currently a member of the Department, the following qualification will be required of the successful applicant:

Shall establish and maintain a principal residence within the Charter Township of Orion, the Village of Lake Orion, or any community that the place of residence will allow a reasonable response in case of a large scale incident that requires the EMS Coordinator’s presence.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.