**Job Description**

**EMS Coordinator**

**Division:** Operations

**Supervises:** None **Section:** Suppression / EMS

**Reports To:** Lieutenant **Probation Period:** 1 Year

**Hours of Work: 24 Hrs. (7 a.m. – 7 a.m.)**

**Global Job Description:**

Under administrative direction performs functions which promote, enhance and maintain the high quality of Emergency Services delivered by the American Township Fire Department.

Reports to: While performing the function of EMS Coordinator this individual shall report to the Chief and Deputy Chief.

Qualifications: Must meet minimum requirements for employment with American Township Fire Dept, have at least 5 years experience /Desirable qualification: State of Ohio certification as a Fire and EMS Instructor/ Hazardous Materials Technician or Operations level certification/State of Ohio Fire Safety inspector/Basic Fire investigator training.

Specific duties of the classification:

1. Maintains personal and professional competence and awareness, maintains required certifications and licensures, attends related professional training, seminars and workshops
2. Has responsibility as the Program Director over the CUE program for the fire department and shall ensure that it is administered per Ohio Revised Code.
3. Will maintain all records of training both fire and EMS as directed by the Chief and Deputy Chief as it relates to certification renewal
4. Will work with the Medical Director with the development and implementation of department protocols and the department CEU program.
5. Will liaison with the local hospitals, other EMS agencies and other health care providers as directed by the Chief and Deputy Chief.
6. Attends meetings, civic functions, and social events as directed by the chief and Deputy Chief
7. Prepares and maintains various information, reports and activity reports related to training and safety.
8. Will assist the Chief, Deputy Chief and line officers with the purchasing, maintenance and upkeep of supplies needed for the delivery of EMS.
9. Shall be the department grant writer and alternate funding research and development person.
10. On emergency scenes when enough personnel are assembled shall become the safety officer as described in the Incident Command System and shall as directed by the Chief and Deputy Chief attend training relating to safety issues.
11. Will attend training as directed by the Chief and Deputy Chief.
12. Performs related duties as required and performs duties of Firefighter/EMT as required reporting to the line officers.
13. Will maintain the DEA and State of Ohio Drug licenses
14. Will perform other duties as directed by the Chief and Deputy Chief as this list is not intended to be all encompassing (i.e. ordering supplies).
15. Will be the investigative device used by the Chief and Deputy Chief for determining facts, current and acceptable practices as it relates to incidents that occur in the delivery of emergency medical services by the American Township Fire Department

Knowledge, skills and abilities:

Knowledge of: emergency medical practices, personnel practices, fire department policies and procedure, employee training and development, fire suppression rescue prevention and investigation techniques and equipment, records preparation and management, geographical layout of jurisdiction, public safety, radio dispatching procedures and incident command system.

Skills in: All fire department vehicles and equipment, computer systems.

Ability: Communicate effectively, be able to solve everyday problems, deal with many variables and determine specific action, complete routine forms, perform medium duty manual labor, interpret variety of technical material from books, journals and manuals, prepare records according to established procedure, prepare accurate documentation, recognize unusual or threatening situations and take appropriate action, use independent judgment, understand and apply laws rules or regulations to specific situations.

Equipment Operated: All firefighting, rescue and EMS vehicles and equipment, computer and radio equipment.