

## COORDINATOR - EMERGENCY MEDICAL SERVICES

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position coordinates and implements the Emergency Medical Services Program at the Westchester County Medical Center. The incumbent coordinates special events, represents EMS at council meetings and conferences, monitors the activities of contract agencies providing ambulance service, schedules and coordinates training courses and develops procedures in response to regulatory mandates. Supervision is exercised over clerical support and training is provided to program instructors. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Assists in planning and coordinating a comprehensive Basic Life Support and Advanced Life Support System in Westchester County as part of the Hudson Valley EMS Region, in compliance with New York State and Federal guidelines and regulations;

Recommends the formulation of policies on Emergency Medical Services as decided by the EMS Council and its committees, the County Executive and the Westchester County Medical Center;

Directs the activities of the EMS Council and its committees and administers staff to implement the Emergency Medical Services program;

Directs the Emergency Medical Services System through initiation and maintenance of working relationships between the W.C. EMS Council and the H.V. Regional Emergency Medical Services Council and among the appropriate professional, technical and other personnel in private and voluntary agencies and in government;

Schedules, coordinates and instructs training courses regularly and trains affiliated program instructors;

Initiates and develops coordinated efforts among the agencies and institutions providing emergency medical services including hospitals, ambulance corps, police and fire departments, rehabilitation centers, specialty care centers, training of citizens, etc.;

Enlists the active participation and cooperation of professional groups, governmental bodies, volunteer agencies, citizens' groups, educational institutions, etc., in the development of a Westchester County Emergency Medical Services System;

Provides support to the Westchester County Emergency Medical Services Council in conducting surveys of medical facilities, medical personnel, allied medical personnel, and medical resources;

Coordinates the EMS component of a uniform access number (E911) so EMS calls are triaged and dispatched correctly within the County;

EXAMPLES OF WORK: (Cont'd)

Represents Westchester County at institutes, conferences and seminars by federal, state, local and private agencies for the purpose of planning and formulating policies within the Westchester County and the Hudson Valley Emergency Medical Services Systems;

Assists in the preparation of the Westchester County EMS Program budget and periodic financial reports;

Plans and organizes training programs for paraprofessional and professional EMS personnel;

Coordinates EMS disaster preparedness planning and works with all EMS and government agencies involved in these activities to respond appropriately in the event of a disaster;

Coordinates activities of a public education program, including a Speakers' Bureau, and the preparation of media materials designed to inform EMS personnel and educate the public in participation and utilization of the EMS system;

May develop funding sources and participate in the preparation of grant applications to support EMS efforts as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of methods and principles of public health administration; good knowledge of public health practice; good knowledge of the background, principles and objectives of federal, state, regional, and local emergency medical services (EMS) programs; ability to maintain effective working relationships with groups and individuals; ability to clearly and concisely ideas orally and in writing; tact and good judgment; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) graduation from a recognized college or university with a Bachelor's Degree\* and two (2) years experience in emergency medical services which must have included planning, development or supervisory responsibilities; or (b) Master's Degree\* and one year experience as defined in (a).

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

West. Co.  
J. C.: Competitive  
HM

Job Class Code: C0297  
Job Group: XI