



Blue Ridge EMS Council will be accepting applications for the position of Field Coordinator beginning Wednesday, April 26, 2016 until Friday, May 13, 2016; by close of business.

Anticipate the position to be filled by June 1, 2016

Job description is attached and applicants should submit their resume, cover letter, and any letters of reference.

Applications will be accepted by mail or email. They may be hand delivered to the BREMS office as well.

Mail: Blue Ridge EMS Council
Attn: Mary Kathryn Allen
P.O. Box 2164
Lynchburg, VA 24505

Email: Mary Kathryn Allen, Executive Director
mkallen@vaems.org

Deliver: Blue Ridge EMS Council
Attn: Mary Kathryn Allen
1900 Tate Springs Road, Suite 14
Lynchburg, VA 24501



EMS Field Coordinator Job Description

Job title	<i>EMS Field Coordinator</i>
Reports to	<i>Executive Director</i>
Salary Range	<i>\$38,000 - \$45,000</i>
Benefits	<i>Health, Life and Dental Insurance, Retirement</i>

SUMMARY OF POSITION

The EMS Field Coordinator is responsible for managing various programs and functions to include the development and management of performance improvement in the region, establishing and maintaining effective liaison with emergency department personnel, hospital administrators, pharmacists and EMS agencies throughout the region to strengthen coordination and cooperation in pursuing mutual goals and activities.

ESSENTIAL JOB FUNCTIONS

- Assisting the Executive Director with carrying out the functions and operational responsibilities of the BREMS Council in accordance with the contract projects set forth by the Virginia Office of EMS.
- Serve as assisting staff for the Operational Medical Directors Committee and other committees as assigned by the Executive Director.
- Oversee the Performance Improvement and Trauma Performance Improvement program.
- Set up and maintain a data collection system which will analyze the efficiency and effectiveness of our prehospital calls. Manage the data collection system of information. Manage the collection of certain data which will be used to assess patient care outcomes.
- Coordinate revisions to the IV and drug boxes related to changes in the Regional Medical Protocols.
- Work with the BREMS Skills Review program.
- Assist in the coordination of the BREMS Regional Awards Program. Assist in answering questions via phone or in person regarding CE, EMT classes, and all other pre-hospital classes or continuing education programs.
- Assist the Executive Director with carrying out the functions and operational responsibilities of the BREMS Council.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Medical terminology;
- Emergency Medical Services practices, rules and regulations pertaining to Virginia EMS education, certification and recertification;
- Prehospital care principles;

- Quality control techniques and practices;
- Program management principles.

Skilled in:

- Conducting paperwork audits (EMS reports);
- Operating a computer and related software applications;
- Researching and analyzing information and making recommendations based on findings and in support of organizational goals;
- Communicating effectively with a variety of individuals;
- Preparing reports, including oral, written, and audio/visual presentations.

Ability to:

- Effectively and efficiently organize, plan, implement, and evaluate various projects and relationships with career and volunteer EMS providers, hospital administrative personnel and government officials;
- Develop and maintain working relationships with council staff and Board of Directors;
- Work with frequent interruptions and changes in priorities;
- Adapt to a flexible work schedule that will involve some night meetings and occasional weekends.

MINIMUM QUALIFICATIONS

- Associate's Degree in EMS, health science or related field and five (5) years' experience as an ALS provider.
- Must possess and maintain certification as a Virginia EMT-Paramedic/Intermediate and good standing with the Virginia Office of EMS.
- Demonstrated competence in the use of Microsoft Word, Excel, PowerPoint and Access.
- Must possess and maintain a valid Virginia driver's license with a good driving record.

PREFERRED REQUIREMENTS

- Bachelor's Degree in education, administration or related field.
- Demonstrated experience and competence with performance improvement/quality assurance.
- Demonstrated experience in communicating effectively with a variety of individuals.

Blue Ridge EMS Council, Inc. (BREMS) is an Equal Opportunity Employer