



POSITION ANNOUNCEMENT

EMERGENCY MEDICAL SERVICES (EMS) EDUCATION SPECIALIST (Civilian) (2 Positions)

APPLY ON-LINE at <https://www.poudre-fire.org/joining-pfa/civilian-job-postings>

Division: Support

Job #: SD 12012021 - Open to Public

Hiring Range: Bi-Weekly \$2,700 – \$3,310
(2022 pay grade 27)

Benefits: Health, Dental, Vision and Flexible Spending Account, 401(a) Defined Contribution Plan, available Roth and 457 Plans at employee cost.

Opening Date: December 2, 2021

Closing Date: December 30, 2021 or until adequate qualified applications are received

FLSA/Career Status: Non-exempt/Classified

Work Schedule: 40-hour work week

Selection Process: Will include one or more of the following assessment tools:

- Review and Screening of On-Line Application.
- Resume Review and Screening.
- Interview(s).
- Written Exercise(s) and Screening Evaluations.
- Background Investigation(s) – acceptable/unacceptable.
- Drug Screen - acceptable/unacceptable.
- Verification of current COVID-19 vaccination

SUMMARY: The EMS Education Specialist is responsible for the implementation, delivery, and tracking of EMS education for PFA employees and partnering agencies within the Northern Larimer County Emergency Response Area (NLCERA). This position works under the direct supervision of the EMS Captain within the Support Division as a full-time employee.

WORK HOURS: This position normally works a 40-hour workweek. Schedule may include occasional night and or weekend classes. May give training/presentations in the early mornings, evenings, and weekends.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following duties and responsibilities are illustrative of the primary functions of this position and are not intended to be all-inclusive. This position may complete other duties as assigned.

- Provides emergency medical services instruction to various groups of learners; associated public safety providers, including EMTs, Medics, Firefighters; community members and students.
- Collaborates with the PFA EMS Captain to provide a variety of EMS educational sessions to satisfy program requirements and certifications.
- Writes evaluation instruments and administers tests for outcomes, competency, and mastery of content.
- Works, interacts, and assists other internal and external EMS Educators to function as a team to provide and assure ongoing quality of educational programs.
- Participates in self-assessment, peer mentoring, peer review programs, and continuing education activities.
- Develops training content and materials, organizes, schedules, and conducts educational experiences in the classroom, clinical, digital, and field settings.
- Monitors EMS program activities to assess effectiveness.

- Maintains accurate records, submits required reports, and may recommend program improvements and changes.
- Communicates with students, staff members, providers, and the public in a professional, positive manner.
- Responds to requests for assistance from internal and external stakeholders. Builds and maintains positive relationships with external stakeholders.
- Participates in audit, evaluation, and research programs in emergency care.
- Conducts EMS equipment and medication management, inventory control, and delivery (as required).
- Operates Authority vehicles in a safe manner.
- Performs all duties in a safe manner using all required PPE, safety devices, and equipment.
- Uses computers and associated software for recording activities, preparing reports, and e-mail communications.
- Performs other duties as assigned.

QUALIFICATIONS

KNOWLEDGE, SKILL AND ABILITIES:

- Knowledge of basic and advanced life support equipment used in pre-hospital emergency medical care.
- Knowledge of state and federal rules and regulations governing the provision/operation and educational requirements of basic and advanced life support services and personnel.
- Skill in providing emergency medical services.
- Ability to provide strong interpersonal skills, flexibility, and superior customer service.
- Knowledge of EMS theory, practice, and trends.
- Ability to promote higher order thinking and problem-solving among educational participants.
- Ability to adhere to established standards for educational quality.
- Ability to maintain complete, accurate educational records.
- Knowledge of state and federal curricula content related to all levels of pre-hospital EMS care providers.
- Knowledge of adult learning theory and methodologies.
- Skill in teaching and educational facilitation skills.
- Ability to assess student performance and progress and to provide appropriate feedback.
- Ability to execute responsibilities as they relate to course planning, instruction, evaluation, and coordination of EMS programs.
- Ability to develop content and use various instructional aids including audio-visual equipment, training mannequins, curriculum materials, and student handout materials.
- Knowledge and ability to plan and develop educational curricula to meet identified needs.
- Ability to exercise leadership in a team environment.
- Knowledge of the organization and operation of the PFA and outside agencies related to assigned duties.
- Excellent verbal and nonverbal communication skills.
- Self-motivated and dependable.
- Ability to manage daily class activities, learning environment, course paperwork and student records.
- Ability to conduct educational opportunities in an appropriate and timely basis.
- Ability to use various computer software applications including, but not limited to, word processing, PowerPoint and other presentation software as deemed appropriate, database, spreadsheet and test generator programs, construct learning modules for delivery in the classroom as well as the virtual classroom.
- Knowledge and uses of formative and summative strategies with both formal and informal techniques to evaluate and ensure the continuous cognitive, affective, and psychomotor development of the learner.

EDUCATION, EXPERIENCE, CERTIFICATES, LICENSES, REGISTRATIONS and OTHER:

- HS Diploma or GED required. BS or equivalent combinations of education/certification and experience preferred.
- Minimum of 3 years classroom instruction is required.
- State or National EMT- Basic certification or higher is required, AEMT, EMT-I, or a Registered Nurse.
- State/National Paramedic certification (preferred).
- A minimum of three years pre-hospital clinical experience is required. Five years as an EMT Paramedic is highly desired.
- Must possess and maintain a valid driver's license with a good driving record and can be insured by PFA's insurance provider.
- American Heart Association BLS for the Health Care Provider Instructor level certification. Candidates who do not hold this certification must enter the next available instructor course upon hire and successfully complete within (1) one year of hire.
- Colorado EMS Instructor course or CMCB Fire Instructor 1 within (1) one year of hire. is an acceptable substitute.
- Current COVID-19 vaccination. Required for initial hire and continued employment.

LANGUAGE SKILLS: Ability to read, understand, and interpret documents such as safety rules, and operating and maintenance instructions and procedure manuals. Ability to write reports and correspondence in a clear, understandable manner. Ability to speak effectively before groups of customers or employees of the organization.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk and hear in normal situations as well as over telephones and portable radio equipment. The employee must occasionally lift and/or move up to 25 pounds, rarely lift and/or move up to 50 pounds.

WORK ENVIRONMENT: While performing the duties of this job, the employee is regularly exposed to a normal office environment. Occasionally the employee may experience year-round outside weather conditions, including temperature extremes. The noise level in the work environment is usually moderate.

EQUIPMENT UTILIZED: A variety of educational materials and props and common office equipment; and computers and software programs utilized by the department.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: Some information in your application may be public information under the Colorado Open Records Act.

If you have questions or experience difficulties applying, please contact hr@poudre-fire.org.

YOUR APPLICATION (WITH ATTACHED RESUME) MUST BE SUBMITTED AT <https://www.poudre-fire.org/joining-pfa/civilian-job-postings> TO BE CONSIDERED.

THE POUFRE FIRE AUTHORITY IS AN EQUAL OPPORTUNITY EMPLOYER