

ASSISTANT COORDINATOR - EMERGENCY MEDICAL SERVICES

GENERAL STATEMENT OF DUTIES: Assists the Emergency Medical Service Public Health Coordinator in: Planning, organizing, evaluating and implementing the Emergency Medical Services Program; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, assists in the planning, organization, evaluation and implementation of the Emergency Medical Services Program. Supervision is exercised over a small number of administration personnel and over a large number of volunteers who participate in the Emergency Medical Services Program.

EXAMPLES OF WORK: (Illustrative Only)

Assists in formulating policies and preparing directives as required by the Emergency Medical Service Council;

Assumes responsibility in the absence of the Coordinator;

Coordinates activities of Emergency Medical Staff, Emergency Medical Service Council, committees or programs, as directed;

Represents the Coordinator at conferences or meetings;

Assists in the preparation of the budget for the program;

Assists in seeking grants to obtain funds for the Emergency Medical Service Program and in the preparation of grant applications;

Assists in the inventory and the assessment of existing personnel and facilities involved in the delivery of Emergency Medical Services;

Assists in establishing guidelines for Emergency Medical Services as outlined by the Emergency Medical Service Coordinating Council and its committees;

Assists in planning, organizing and supervising safety education programs for public and parochial schools, community organizations and the public;

Assists in planning, organizing and supervising Emergency Medical Service training programs for medical and nursing personnel and allied medical personnel;

Conducts meetings and conferences on Emergency Medical Services as directed;

Assists in coordinating disaster plans and exercises as directed by the Emergency Medical Services Coordinating Council;

Attends institutes, conferences, meetings and seminars by Federal, State and local representatives on Emergency Medical Services.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Working knowledge of sound methods and principles of administration; working knowledge of organization of government, particularly state and local; good knowledge of the principles and methods of community organization; working knowledge of background, principles and objectives of federal, state and local emergency medical programs; ability to maintain effective working relationships with groups and individuals; ability to conduct conferences, classes and workshops; ability to clearly and concisely express ideas orally and in writing; tact and good judgment; good physical condition.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) graduation from a recognized college or university with a Bachelor's Degree* and three years of experience in community health or teaching, one year of which was in a supervisory or coordinating position; or (b) completion of the requirements for a Master's Degree* in Health or related fields, Education or Administration and two years of experience in community health or teaching, one year of which was in a supervisory or coordinating position; or (c) any equivalent combination of the foregoing training and experience.

NOTE: Two years of verifiable volunteer experience in one of the above stated areas may be substituted for one year of paid experience not to exceed four years of the required experience.

*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.