



Announces an Employment Opportunity for

**EMS Education and Disaster Coordinator
(EMS Specialist II)**

Starting Salary – Based On Qualifications

Current Salary Range

\$5,579 - \$6,611 Monthly

\$66,954 - \$79,332 Annually

Mountain-Valley EMS Agency is an Equal Opportunity Employer

FINAL FILING DATE: [Friday, February 14, 2020](#)

(All applications must be received at MVEMSA by 5:00 PM on Friday, February 14, 2020)

The Mountain-Valley EMS Agency is a regional EMS agency which serves the counties of Alpine, Amador, Calaveras, Mariposa, and Stanislaus. The purposes of the EMS Agency are to plan, coordinate, monitor, and evaluate the implementation of the emergency medical system.

The Agency is seeking a dynamic, energetic and self-motivated candidate to fill an Emergency Medical Services (EMS) Specialist II position. This is a full-time position that reports to the EMS Deputy Director and carries out administrative, analytical and oversight activities.

SIGNIFICANT DUTIES

- ❖ Develop, oversee and implement the new MVEMSA regional education program.
- ❖ Develop and deliver online and didactic education modules based on quality improvement initiatives, Medical Director guidance and provider needs throughout the region.
- ❖ Work collaboratively with the Medical Director and Agency staff to develop and deliver all clinical educational initiatives to ambulance providers, base hospital staff and fire first responders in the region.
- ❖ Oversee the design and development of the regional Mobile Simulation Lab including heavy use of a Physio Control, SimMan.
- ❖ Responsible for the development, coordination and delivery of all education initiatives delivered by the Agency including, but not limited to, Paramedic Orientation, MICN education and Paramedic ALS 5-call evaluation.
- ❖ Receives, reviews, and evaluates incident reports received from, or involving providers, patients, and others concerned with the handling of specific pre-hospital calls; conducts investigations; develops recommendations; and refers to superiors as appropriate for further action.
- ❖ Serves on committees and attends meetings as assigned; presides over meetings and provides staff support as appropriate; represents agency goals and objectives; provides/obtains information and promotes involvement and cooperation among stakeholders.
- ❖ Performs disaster planning and response duties related to field operations including possible EMS Duty Officer and/or MHOAC designee.

- ❖ Participates in the review of individual county medical disaster plans in relation to their ability to function together in the event of a mass casualty incident.
- ❖ Plans and coordinates educational workshops on disaster/terrorism preparedness for hospital and field personnel with the assistance of Agency staff.
- ❖ Plans and coordinates local disaster exercises with the assistance of Agency staff.
- ❖ Develops Agency MCI/disaster policies and procedures.
- ❖ Evaluates, through MCI and disaster critiques, incident investigation and data analysis, the current level of disaster preparedness, and makes recommendations on medical disaster preparedness needs.
- ❖ Participates in developing and updating pre-hospital policies.
- ❖ Works with member county Emergency Preparedness Coordinators to meet various grant deliverables.
- ❖ Participates in member county Healthcare Coalitions and other committees as appropriate.

KNOWLEDGE AND ABILITY

Knowledge of:

- ❖ Prehospital emergency medical care procedures, techniques, and protocols;
- ❖ Strong public speaking and education skills;
- ❖ Effective pre-hospital systems operations and procedures;
- ❖ Techniques for analyzing data and other information and identifying problem areas and interrelationships among items;
- ❖ Federal, state and local laws, rules, regulations, policies, procedures, and requirements related to the provision of pre-hospital care;
- ❖ Federal, state and local laws, rules, regulations, policies, procedures, guidelines and requirements related to MCI/disaster/terrorism preparedness and EMS system communication;
- ❖ The Incident Command System;
- ❖ The OES Region IV multi-casualty incident plan;
- ❖ Computerized data systems and word processing applications.

Ability to:

- ❖ Develop educational content, delivery and coordination;
- ❖ Work collaboratively with ground ambulance, hospital and fire personnel;
- ❖ Develop and deliver online and in-person presentations, didactic and hands-on skills education;
- ❖ Utilize computer technology;
- ❖ Review, analyze, and evaluate pre-hospital systems and procedures;
- ❖ Review, analyze, and interpret records and data and prepare/present related reports;
- ❖ Maintain the confidentiality of sensitive information and files;
- ❖ Effectively and tactfully communicate in both oral and written forms with hospital personnel, field care providers, committee members, and others;
- ❖ Independently perform job duties away from the office;
- ❖ Safely perform job duties without risk of injury to self or others;
- ❖ Establish and maintain effective work relationships with those contacted in the performance of required duties;
- ❖ Work flexible hours

EMS SPECIALIST II QUALIFICATIONS

- ❖ Possession of a current **Paramedic or RN license** issued by the state of California.
- ❖ Three years progressively responsible experience in an EMS setting.
- ❖ Possession of a valid California Driver's License and insurable by Agency automobile carrier.
- ❖ Shall be qualified by education and experience with at least forty (40) hours of documented teaching methodology instruction in areas related to methods, materials, and evaluation of instruction.

WORKING CONDITIONS

Frequent intra-regional travel; occasional evening and weekend work is required.

APPLICATION & SELECTION PROCEDURES

TO APPLY: Submit a completed **Mountain-Valley EMS Agency Employment Application, resume,** and response to **Supplemental Questions to:**

Mountain-Valley EMS Agency, 1101 Standiford Ave, Suite D-1, Modesto, Ca. 95350
Attn: Cindy Murdaugh – Deputy Director

Completed application materials must be postmarked by 5:00 p.m. on February 14, 2020 in order to be considered. Completed application packets will be evaluated to determine those applicants best meeting the Agency's needs. Successful candidates will be placed on an eligible list for possible final oral interviews.

For more information or to receive application materials, see our web site at **www.mvemsa.org** or contact Cindy Murdaugh @ **[209-529-5085](tel:209-529-5085)** or cmurdaugh@mvemsa.com.

SUPPLEMENTAL QUESTIONS

Responses to these Supplemental Questions must be submitted with your application materials. Applications received without a Supplemental Question Response will not be considered.

1. Describe your experience and/or training in the delivery of pre-hospital emergency medical care.
2. Describe an example of how you have developed and implemented clinical education.
3. Describe your experience or involvement in special projects.
4. Describe an example of how you used your interpersonal skills to foster cooperation between disparate interest groups.
5. Describe your experience in emergency preparedness, exercises and drills.
6. Describe your experience related to computerized data systems and word processing applications.

BENEFITS:

The Agency offers a generous benefits package, including:

- \$600/month flexible spending account toward medical/dental/vision/life insurance
- IRS-125 Cafeteria Plan
- SEP-IRA Retirement Account – 25% of gross salary (eligible after 1 year continuous full-time service)
- 15 paid vacation days annually
- 16 paid holidays annually
- 12 paid sick days annually

NOTE:

- If you believe you possess a disability that would require test accommodation, please call the EMS Agency.
- Employment is contingent upon acceptable documentation verifying identity and authorization for employment in the U.S.

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