

## **J O B   O P E N I N G**

<u><b>POSITION</b></u>	<u><b>STATUS</b></u>	<u><b>SHIFT</b></u>	<u><b>UNIT</b></u>
<b>EMS/Haz Mat/ Domestic Preparedness Coordinator</b>	<b>Part Time 0.8 FTE</b>	<b>Day Shift</b>	<b>ED</b>

This part time position reports to the Director of Emergency Services. While this position is primary to day shift, flexibility in work schedule will be necessary due to evening weekend meetings. The position will be responsible for the functions of EMS, Haz Mat, and Domestic Preparedness.

### **Qualifications:**

- Currently licensed in the state of Ohio as a Paramedic. National Registry preferred
- 3 years of EMT/Paramedic experience required
- 3 years' experience in a 911 system preferred
- Previous training and experience with EMS required
- Previous training and experience with Domestic Preparedness preferred
- NIMS training preferred, required within 6 months of hire
- Previous Haz Mat experience preferred
- Current BLS Certification required
- ACLS and PALS certification preferred

### **Skill and Ability:**

- Interpersonal and analytical skills necessary to function within the position
- Physically able to perform the functions of the position
- Participation in all local and regional preparedness meetings to include committee participation
- Responsible for grant funding process related to Domestic Preparedness
- Responsible for preparedness and EMS policy writing, updates, and training
- Liaison between our facility and all EMS organizations
- Responsible for the training and education of employees related to preparedness
- ACLS certification required within 6 months of hire
- PALS certification required within one year of hire
- Run the Haz Mat program within the facility to include the initial and follow up training of employees
- Maintains all required qualifications for area assigned