

Lake Plains Community Care Network

Job Posting for:

EMS Program Coordinator

SUMMARY

Provides diversified administrative assistance, relating to EMS education and various projects to the Associate Director of LPCCN. Practices good guest relations to maintain a positive public impression of LPCCN and the New York State Department of Health.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Prepares and presents educational materials/programs as requested by the agencies Lake Plains represents, REMAC or New York State Office of EMS.
- Prepare marketing materials for educational programs.
- Provide availability for program scheduling to the Associate Director.
- Provide copies of correspondence or other printed materials for the quarterly NYS DOH report.
- Prepares and maintains records of time dedicated to the EMS grant for appropriate reimbursement and allocation.
- Coordinates meetings schedule and makes appointments as needed.
- Attend various meetings as the LPCCN representative either alone or with other staff members, maintaining records of all such meetings.
- Orders and maintains supplies, and arranges for equipment maintenance, as requested as it pertains to programs being provided.
- Work well independently and as a team.
- Learn new skills as needed to meet grant deliverables.
- Coordinates, or assures coordination of, educational programs sponsored by Lake Plains.
- Maintains communication with the medical directors of Lake Plains and the REMAC.

EDUCATION and/or EXPERIENCE

Associates Degree preferred, Secretarial experience, office work and/or management accepted. Thorough knowledge of providing educational programs to a diverse audience. Comprehensive typing skills in addition to verbal and written communication skills. Must be proficient in word processing, spreadsheets, book keeping, visual communications (PowerPoint, Word, etc.) and database management. Understanding website development and application. Possess at least 5 years of EMS field experience, preferably in a high volume system. Possess a current NYS Advanced Emergency Medical Technician – Paramedic certification and instructorships in the current courses offered by this agency within 1-year of employment.

This is a fulltime Job with benefits. If Interested please submit a resume to Charlotte Crawford ccrawford@lakeplains.org. Deadline to apply is July 2nd, 2014.