

CITY OF SALEM
EMERGENCY MEDICAL SERVICES (EMS) COORDINATOR

1730

NATURE OF WORK

This is technical, advisory, and liaison work related to emergency medical services.

Work involves coordination of the EMS program, analysis of Advanced Life Support Services and the recommendation of program modifications as necessary. The incumbent in this classification acts as liaison between the Physician/Advisor and Fire Department Administration. Supervision is received in the form of program objectives and progress reviews.

ILLUSTRATIVE EXAMPLES OF WORK

(Any single position of a class will not usually involve all of the duties listed and many positions will involve duties which are not listed.)

Coordinates EMS program; acts as liaison between Fire Department Administration and the Physician/Advisor. Prepares reports as required by Fire Department and State Division of Health.

Maintains effective working relationship with Salem Emergency Room physicians; includes assisting in designing and implementing continuing long and short-term training programs for EMS Division personnel as required.

Conducts public education and training programs related to emergency medical services as required.

May drive vehicle to and from emergencies and during transfer of nonemergency patients. May administer Advanced Life Support services during medical emergencies.

Performs other related work as required.

WORK QUALIFICATIONS

Must be certified as an EMT III or higher by the Emergency Medical Services Division of the Oregon State Health Department and be able to obtain "Standing Orders" from Salem Memorial Hospital.

Four years of experience with the Salem Fire Department with one year of current service, and any experience or training which provides the following knowledges, skills, and abilities:

Thorough knowledge of equipment carried on the medic units and the application of this equipment.

Thorough knowledge of radio operations and procedures.

Thorough knowledge of departmental policies, rules, and regulations.

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Considerable knowledge of rescue techniques including extrication and movement of the critically ill or injured.

Considerable knowledge of emergency care, treatment, and transportation of the sick and/or injured.

Knowledge of medical-legal aspects of emergency medical services functions.

Knowledge of the response area.

Ability to remain calm and give directions in an emergency situation.

Considerable ability to communicate effectively both orally and in writing.

Ability to provide leadership and maintain morale.

Ability to prepare and maintain accurate records and to write clear and concise reports.

Ability to establish and maintain effective working relationships with the public, hospital staff, and fellow employees.

Possession of a valid Oregon driver's license or class 4 driver's license and the ability to meet City driving standards.

Personnel Director

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