

EMS MUTUAL AID COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Deputy Commissioner of Emergency Services, incumbents of this class provide assistance in emergency medical management services and technical expertise in an assigned geographic area. Incumbents also perform liaison work with local Emergency Medical Services personnel and emergency response teams in order to coordinate efforts and available resources; establish and improve inter-agency relationships; develop and present educational materials and procedures. These are part time positions, compensated at an authorized stipend. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Develops mutual aid and emergency response services in conjunction with local EMS organizations;

Meets with local Emergency Medical Services organizations in order to develop and improve inter-agency relationships and procedures;

Participates in the recruitment, training and evaluation of specialized team members;

Supports EMS personnel in case of mutual aid requests or other incidents requiring the services of EMS personnel or resources, and requests 60 Control to dispatch assistance;

Supervises training sessions, including specialized courses offered at the Emergency Services Training Center;

Responsible for all equipment issued to instructors and local organizations during training sessions at the Emergency Services Training Center;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

Responsible for ensuring that local organizations operate in accordance with established safety standards and rules while utilizing the Emergency Services Training Center and that the facilities and equipment are left cleaned and secured;

May perform incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles and objectives of federal, state, regional and local emergency medical services and programs; ability to plan and coordinate complex procedures involving participation of community resources in support of emergency medical services and disaster relief; ability to maintain effective working relationships with groups and individuals; ability to communicate effectively both orally and in writing; ability to effectively use computer applications such as spreadsheets, word processing, calendar, email and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; tact; integrity; good judgment; resourcefulness; physical condition commensurate with the demands of the job.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and five years experience in Emergency Medical Services, and must have served at least one year or one term at a supervisory level.

NOTE #1: Volunteer experience may be substituted for each year of the above stated paid experience.

NOTE #2: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.