

EMS TRAINING OFFICER

Professional
Orangeburg, SC, US

General Description

The purpose of this job is to train all sworn and non-sworn personnel.

This class works under general supervision, independently developing work methods and sequences.

Duties and Responsibilities

The functions listed below are those that represent most of the time spent working in this position. Management may assign additional functions related to the type of work of the position, as necessary.

- Administrates the Continuing Education Program (CEP) with Orangeburg County Emergency Medical Services, ensuring continuous compliance and monitoring of the program.
- Identifies staff training and development needs, and plan, organize, conduct, and oversees appropriate training for all full-time employees, part-time employees, and volunteers within Orangeburg County. Develops instruction aids and training manuals.
- Ensures that Paramedics and Emergency Medical Technicians are maintaining certifications, licenses, accreditations and are performing required patient care benchmark skills.
- Maintain training records, coordinate, plan and monitor certification for EMS personnel. Ensures appropriate certifications and paperwork are processed for staff; work effectively and efficiently and meets necessary guidelines; expectations; and goals of the department and state.
- Establishes and maintains documents relative to training, information guides and procedures affecting the activity in the EMS program.
- Researches new equipment and develop skills for continued emergency medical service and provide guidance for the operation of EMS related equipment and supplies.
- Writes various reports and documents as needed; possesses good written and oral communication skills.
- Develops lesson plans using standardized software programs and conducts multiple repetitive EMS courses during a training cycle.
- Ensures department compliance with Orangeburg County Emergency Medical Services (OCEMS) policies and State EMS statutes and regulations.
- May perform the duties of Infectious Control Officer for exposures of personnel on airborne and bloodborne exposure incidents.
- Ride with crews on department apparatus and observes performance during actual responses.

- Assists in development of personal improvement plans.
- Assists in development of QI/QA indicators and conducting QI/QA inquiries on field incidents.
- Performs other duties and related work as instructed and assigned.

Minimum Education and Experience Requirements:

Preferred requirement of a bachelor's degree in emergency management, business or public administration, public policy, or related field.

Requires four (4) years of progressively responsible emergency management, emergency preparedness, disaster response, and/or emergency response experience; or an equivalent combination of education and experience that provides the required knowledge, skills and abilities.

Physical Demands:

Performs light work that involves walking or standing most of the time and involves exerting up to 20 pounds of force on a regular and recurring basis, or skill, adeptness and speed in the use of fingers, hands or limbs on repetitive operation of mechanical or electronic office or shop machines or tools within moderate tolerances or limits of accuracy. Must be able to lift 125 pounds.

Unavoidable Hazards (Work Environment):

- Involves routine and frequent exposure to:
- Bright/dim light; Dusts and pollen.
- Extreme heat and/or cold; Wet or humid conditions.
- Extreme noise levels, Animals/wildlife.
- Vibration; Fumes and/or noxious odors.
- Traffic; Moving machinery.

Special Certifications and Licenses:

- Completion of State Certified Instructor Methodology
- National Registry Certification
- Certified Continuing Education Program (CEP) Instructor
- Must possess and maintain a valid state Driver's License