



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 655.1

Job Title: **EMS EDUCATOR**

Pay Grade: 20

GENERAL SUMMARY:

Assists the EMS Medical Director, EMS Administrator and EMS Educator Coordinator in implementing educational programs for EMS and training Houston Fire Department personnel to ensure that the Department efficiently delivers accepted standards of pre-hospital medical care to the community. Performs administrative, educational, clinical and research functions in support of the EMS programs as needed.

RESPONSIBILITIES:

- Assists the EMS Medical Director, EMS Administrator and EMS Educator Coordinator in implementing in-service education programs for First Responders, Emergency Medical Technicians (EMTs) and Paramedics.
- Conducts training classes and one-on-one instruction for First Responders, EMTs and Paramedics.
- Confers with EMS Quality Improvement Program to identify educational needs and compulsory training for individual First Responders, EMTs and Paramedics.
- Participates in the evaluation process of Paramedic and EMT interns.
- Participates in EMS system and medical quality improvement activities. Prepares technical reports regarding EMS activities.
- May assist in EMS-related research projects.
- Counsels EMS employees regarding communicable disease exposure, testing, etc.; conducts serum testing; administers immunizations.
- Performs other duties as assigned by the EMS Medical Director and EMS Administrator.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree in Health or a field directly related to the type of work being performed.

Substitutions: Two years of experience as a Registered Nurse (diploma or Associate's degree) in emergency or hospital care, or two years of experience as a certified Paramedic (EMT-P) may be substituted for the above degree requirement. Pertinent training experience on a professional level may be substituted for the above educational requirement on a year-for-year basis. These years of experience are in addition to the years of experience required below.

EXPERIENCE:

Two years of experience as a Registered Nurse in emergency or hospital care, or a Paramedic (EMT-P), or pertinent training experience on a professional level are required.

SPECIFICATIONS: (continued)

Licenses: Within the first year of employment must obtain certification required in the Medical Director's guidelines and protocols.

COMPLEXITY:

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and precedents.

IMPACT OF ACTIONS:

Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under moderate to limited supervision with standard operating procedures. The incumbent functions under general review and at times autonomously, with the supervisor available to answer more difficult questions.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

PHYSICAL EFFORT:

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

WORK ENVIRONMENT:

There are routine exposures to significant levels of heat, cold, moisture and air pollution. The position may involve periodic exposure to chemical substances and physical trauma of a minor nature such as cuts, bruises and minor burns.

PHYSICAL SKILL:

Requires the ability to make coordinated eye/hand movements within fairly fine tolerance and/or calibration demands; or the ability to make closely coordinated eye/hand movements on a patterned response space within moderate tolerance demands.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

EMS Educator
Senior EMS Educator
EMS Educator Coordinator
EMS Administrator