



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 655.3

Job Title: **EMS EDUCATOR COORDINATOR**

Pay Grade: 24

GENERAL SUMMARY:

Assists the EMS Medical Director and EMS Administrator in planning, designing, monitoring, evaluating and coordinating education programs for EMS and by training EMS Educators and Senior EMS Educators as well as other 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:

- Develops training curriculum and serves as course coordinator for emergency medical personnel.
- Responsible for day-to-day management of EMS educational programs; identifies trends and recommends modifications.
- Participates in the design, implementation and evaluation of research studies for the EMS system.
- Formulates policy and procedure guidelines; composes training manuals; designs information-gathering and record-keeping forms.
- Participates in the investigation of research protocols to determine application feasibility in the EMS system.
- Represents the department in interinstitutional meetings regarding EMS education.
- Prepares technical and statistical reports regarding EMS activities for Fire Department command staff.
- Keeps abreast of training developments and techniques by researching industry related publications and maintaining contact with EMS-related companies and training organizations and associations.
- 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 education requirement on a year-for-year basis. These years of experience are in addition to the years of experience required below.

EXPERIENCE:

Four years of experience as a Registered Nurse in emergency or hospital care or a Paramedic (EMT-P), with some experience in training, are required.

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

SPECIFICATIONS: (continued)

COMPLEXITY:

Work is somewhat complex and varied, and may require the simple interpretation of technical and detailed guidelines, policies and procedures.

IMPACT OF ACTIONS:

Errors in work cause some expense and inconvenience. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

SUPERVISION EXERCISED:

Direct Supervision:

Involves general scheduling and review of work as a "working supervisor" or lead person.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with Managers and Assistant Directors. 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 considerable tact and cooperation involving somewhat sensitive issues or problems.

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

Effective Date: January 1996

Revised Date: August 2019