

ASSISTANT COORDINATOR - EMERGENCY MEDICAL SERVICES

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional and administrative position in the Department of Health which is responsible for managing the department's strategic national stock pile (SNS) plan and for overseeing the county's services offered to Emergency Medical Service (EMS) providers and responders of Dutchess County. This position functions under the Dutchess County Department of Health but has a very close working relationship with the Department of Emergency Response in the development, maintenance and implementation of the bioterrorism readiness plan. This person will develop training and planning programs in conjunction with EMS providers including the development and testing of bioterrorism plans. In addition, this position will work directly with the dispatching staff of the Department of Emergency Response to direct Emergency Medical Dispatching (EMD), including EMD training of dispatching staff and overseeing a quality assurance/improvement program to ensure all standards are met. This position involves a great deal of contact with community agencies and various service providers to develop cooperative mutual agreements for service provision. This position must understand the emergency medical service provider community, both paid and volunteer, and must act as a liaison to providers, hospitals, local, state, regional and community organizations and municipal groups. This person should assist in the identification of problems experienced by the provider community and work with the providers to develop and implement solutions to the problems and needs of the provider community. General direction is received from higher level administrative staff. General direction and training may be given to the subordinate staff. Due to the nature of this position, the incumbent must be available to work during emergencies.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbent in this title include those listed below. They are indicative of the level and types of activities performed by incumbent in this title. They are not meant to be all inclusive and do not preclude a supervisor from assigning activities not listed which could be reasonably be expected to be performed by an employee in this title.

1. Assist with and participates in the Dutchess County Health Department emergency response programs including bio-terrorism; ensure that the department's preparedness and response plans are consistent and appropriate; assists in the planning, execution and evaluation of preparedness drills;
2. Serves as the Strategic National Stockpile Coordinator for Dutchess County; serves as a liaison with a variety of agencies, attends meetings, prepares reports as required and integrates activities of County into overall emergency response programs;
3. Oversees the services offered by the Department of Emergency Response to the Emergency Medical Services (EMS) providers and responders of Dutchess County, including serving as a "point" person to monitor and prepare a response to the current issues affecting the volunteer EMS responders and work with the EMS agencies and the local municipalities to address problems;
4. Assists with the training, monitoring and review of the County's Automatic External Defibrillator (AED) program;
5. Directs the Emergency Medical Dispatching (EMD) program of the E911 Center, which includes establishing and monitoring a Quality Assurance/Quality Improvement program and training and evaluating the dispatch staff in the EMD program;

ASSISTANT COORDINATOR - EMERGENCY MEDICAL SERVICES (Cont'd)

TYPICAL WORK ACTIVITIES: (Cont'd)

6. Reviews, on a yearly basis, the Dutchess County EMS Mutual Aid Annex and updates as necessary;
7. Plans, implements, and presents public relations/education programs on EMS emergency preparedness programs for health and safety;
8. Serves as the primary point of contact for the New York State Department of Health for EMS matters;
9. In conjunction with staff at Emergency Response, plans the County's response to disasters (man-made or natural), multi-casualty incidents, terrorism (biological, chemical, radiological, or threat of) and any related incident;
10. Oversees the Medical Reserve Corps (MRC) program, including supervision for the MRC Coordinator.
11. Handles activities during activation of the County's Emergency Operations Center (EOC);
12. Prepares and submits a variety of reports such as activity reports, annual reports, procedural guidelines, incident reports, etc;
13. Assists with the development of the departmental budget, particularly as it relates to the needs of the emergency medical service providers programs; develops and maintains inventory of equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of emergency medical service procedures and operations in order to plan and implement County wide plans and programs, recognize the needs and problems of volunteer and paid service providers and organizations and work with them to mutually resolve problems;
- Knowledge of emergency response concepts, including firefighting, emergency medical and law enforcement and hazardous materials, in order to coordinate needs and services provided by different agencies into a cooperative response plan;
- Knowledge of emergency medical service protocols and the duties and responsibilities of the ALS and BLS providers;
- Knowledge of training techniques and how to administer training programs;
- Knowledge of incident command procedures;
- Knowledge of Emergency Medical Dispatching procedures in order to develop and monitor County program;
- Knowledge of communication and negotiation techniques in order to negotiate between groups with a common goal but diverse interests;
- Ability to relate to a variety of groups and establish and maintain effective working relationships under tense conditions;
- Ability to prepare and present reports and analyze financial and statistical data;
- Personal characteristics necessary to perform the duties of the position;
- Physical condition commensurate with the demands of the position.

ASSISTANT COORDINATOR – EMERGENCY MEDICAL SERVICES (Cont'd)

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and;

EITHER:

- (A) Graduation from a regionally accredited or NYS registered college or university with a Master's degree in Public Health or a related field and one year of paid work experience in a professional position in an emergency medical response profession; OR
- (B) Graduation from a regionally accredited or NYS registered college or university with a Bachelor's degree in a health-related field and three years of paid work experience in a professional position in an emergency medical response profession, one year of which must have been in an administrative or managerial capacity; OR
- (C) Graduation from a regionally accredited or NYS registered college or university with an Associate's degree in a health-related field and five years of paid work experience in a professional position in an emergency medical response profession, two years of which must have been in an administrative or managerial capacity; OR
- (D) Graduation from high school or possession of a high school diploma and seven years of paid work experience in a professional position in an emergency medical response profession, three years of which must have been in an administrative or managerial capacity; OR
- (E) An equivalent combination of education, training and experience between the limits of (A), (B), (C) and (D) above.

SPECIAL REQUIREMENTS:

- (A) Emergency Medical Technician: The appointing authority may require the possession of appropriate certification by New York State Department of Health as an Emergency Medical Technician. This certification must be maintained during the course of service.
- (B) Driver's License: Eligibility for a driver license issued by the State of New York. Possession of the license at the time of appointment.

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ADOPTED: 01/01/05

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