



## **JOB ANNOUNCEMENT**

### **EMS TRAINING OFFICER**

PERMANENT FULL-TIME POSITION

**\$66,841.06 - \$71,347.38 Annually (DOQ)**

*Would you like to become a trainer in part of the dynamic team of professionals at Capital City Fire Rescue?*

*Currently recruiting for a Emergency Medical Services Training Officer to plan, coordinate and supervise our EMS training program.*

**This is a fully benefited position. The City and Borough of Juneau offers a competitive salary package that includes the opportunity for regular wage increases, an excellent health insurance program, paid leave, and retirement credit through PERS (public employment retirement system).**

### **RESPONSIBILITIES**

Under the general direction of the Fire Chief, is responsible for planning, coordinating, supervising, budgeting, conducting and evaluating the emergency medical services (EMS) training program for Fire Department career and volunteer staff. This position also ensures that certifications of EMS providers remains current, monitors the quality of medical service delivery, maintains and disseminates EMS protocols, and serves as the department's Exposure Control Officer. Typical Duties Include:

- Instructs EMS classes and arranges for and supervises other instructors, including department staff serving as instructors, to meet department fire and other related training needs.
- Schedules training activities for career and volunteer staff.
- Maintains required records for career and volunteer personnel to ensure that all local, state, and federal requirements are met, including certifications.
- Arranges for facilities, training aids and other instructors.
- Maintains required records for career and volunteer staff to ensure that all State of Alaska, Physician Sponsor, and department requirements are met, including certifications.
- Serves as the Department's EMS liaison to the department's Physician Sponsor. Assists the Physician Sponsor in maintaining quality control over EMS delivery by: monitoring ambulance reports; observing staff and participating in the delivery of service; developing, revising and disseminating the EMS treatment protocols including insuring department staff is trained in the application of the protocols. Provides recommendations on staffing, policies and equipment.
- Audits and critiques medical reports prepared by staff for quality and sufficiency of medical care rendered. Recommends or implements changes to EMS policies and procedures as necessary.
- Serves as the Exposure Control Officer for the department as required by OSHA. Coordinates activities and maintains records and reports to maintain compliance with these requirements.
- Serves as the committee chairperson for the Fire Department EMS Advisory Committee.
- May be called upon to respond to emergency medical and rescue scenes to serve in various capacities within the Incident Command System. Observes operations at larger incidents and prepares and presents post-incident staff debriefings.
- Responsible for maintaining the departments Controlled Substance logs in compliance with Federal Regulation.
- Developing recommendations and supervision of the EMS training budget; purchasing of EMS training supplies and EMS Instructor contracts.
- Performs other work as assigned.

### **MINIMUM QUALIFICATIONS**

Education: Graduation from high school or the equivalent; **AND**

An Associates degree from an accredited college in Fire Science Technology, Communication, Business/Public Administration or closely related field *is desirable but not required.*

**CONTINUED ON BACK SIDE**

Experience: Four (4) years experience in the medical field, including two (2) years of responsible experience in one of the following fields: Paramedic, Registered Nurse, Flight Nurse, EMS Educator, Nurse Practitioner, Physician's Assistant, or closely related field.

Firefighting experience *is desirable but not required.*

Other: Currently licensed as a National Registry Paramedic and/or State of Alaska Certified Paramedic, Registered Nurse, Nurse Practitioner, or Physician's Assistant.

Current Cardio-Pulmonary Resuscitation (CPR) Instructor certificate issued by the American Heart Association or equivalent body recognized by the State of Alaska.

Current Advanced Cardiac Life Support Instructor (ACLS) certificate issued by the American Heart Association or equivalent body recognized by the State of Alaska.

Valid Alaska driver's license **at time of appointment and for continued employment.**

Certification by the State of Alaska as an EMT I, II, and III instructor must be obtained **within 12 months of appointment.**

NOTE: The employee must continue to maintain the required certifications to perform the duties of this position.

**State of Alaska (or equivalent) certification at the Firefighter I level is *desirable but not required.***

**Note:**

Appointment to this position shall be made conditionally pending completion of an extensive background investigation that may include a criminal background review, driving history review, and psychological examination. As part of the interview process, applicants must provide an Interested Person's Report for the past 5 years and a current driving record. All information provided by the applicant will be verified. Applicants who materially misrepresent any information provided in the employment process will be excluded from consideration or dismissed if already employed.

**Department Requirements:**

Ability and willingness to work shifts, holidays, weekends, and be available for required on-call duty; attend local and out of area training courses as authorized and required; willingness to wear a uniform and comply with department grooming standards; maintain minimum unscheduled absences and a high rate of attendance; maintain a positive attitude and be flexible to change.

**SPECIAL NOTE:** This is a benefited position. For more details about benefits, please visit the following web link: <http://www.juneau.org/personnel/benefits.php>

**CLOSING DATE**

A completed CBJ application form, Number P001, **AND Supplemental Questionnaire** must be received in Human Resources & Risk Management Division before the close of business (4:30p.m.) on **April 30, 2010.**

**WHERE TO APPLY**

City and Borough of Juneau  
Human Resources & Risk Mgmt. Division  
155 South Seward  
Juneau, Alaska 99801  
[www.juneau.org/human\\_resources](http://www.juneau.org/human_resources)

**OR** Visit:  
<http://www.juneau.org/personnel/instruct.php>  
for instructions on how to submit an application  
via email

**THE CITY AND BOROUGH OF JUNEAU IS AN EQUAL OPPORTUNITY EMPLOYER**

**CONTINUED ON ATTACHED PAGE**

**CITY AND BOROUGH OF JUNEAU  
EMS TRAINING OFFICER  
SUPPLEMENTAL QUESTIONNAIRE**

**JOB ANNOUNCEMENT 10-062**

**INSTRUCTIONS:**

In addition to a CBJ application, applicants must submit written or typed responses to the following supplemental questions. The supplemental questions are part of the selection process and will be used to evaluate your qualifications.

Your responses to individual questions should be no more than one page single-spaced with a font size no smaller than 10 point. Be sure to identify each page with your name, job number and title.

**QUESTIONS:**

1. Capital City Fire / Rescue is a combination department with a career staff of three Captain/paramedics, three Captain/EMT IIIs, twelve Paramedic/firefighters, and fifteen EMT III/firefighters. The 90+ volunteer force have a mixture of Paramedic, EMT III, EMT II, EMT I and ETT certifications. They operate out of two career and three volunteer stations.  
Describe your vision for integrating these personnel resources into a single operating unit.
2. The diverse training requirements for new and renewing, career and volunteer personnel with different certification levels involve teaching a considerable number of classes. How do you see the role of the EMS Training officer in providing these classes?
3. The EMS Training Officer is expected to operate in a leadership role in the department. Part of that role is to plan for the future. In your opinion, what are the major challenges that the EMS services face in the next ten years and what steps should be taken to prepare for those challenges?
4. Part of your duties as EMS Training Officer will be to establish a quality assurance program. What would be the components of this program and how would they be implemented?