

INCENTIVE JOB DESCRIPTION 11/18

POSITION: EMS-Shift Training Assistant(Limited to 3)
DEPARTMENT: FIRE DEPARTMENT
DIVISION: FIRE/AMBULANCE

JOB OVERVIEW

Under the supervision of the Battalion Chief with oversight by the EMS Director, the primary responsibility of EMS-STA is to assist shift assigned personnel in their EMS and related training. The incentive will run each calendar year from January thru December.

INCENTIVE

The incentive will be \$0.49 per hour added to base pay for shift personnel (56 hour).

QUALIFICATIONS

Must be a Clovis Fire Department employee certified as a Paramedic, preferably with an Instructor certification, with considerable experience in emergency medical services and be willing and energetic to work with all shift assigned personnel, the EMS Director and the Battalion Chief on EMS training.

DUTIES AND RESPONSIBILITIES

- Have considerable knowledge of EMS systems and techniques.
- Assist the Battalion Chief with scheduling and supervision of EMS related training activities.
- Coordinate EMS related training through the department's EMS Director.
- Assist the EMS Director to upgrade emergency medical procedures and practices.
- Provide the leadership and supervisory skills necessary to evaluate, plan, direct, and coordinate EMS related shift training activities.
- Assist the EMS Director with writing protocols, drug policies, ambulance specifications, standing orders and related projects.
- Administer preceptor program for new personnel with an EMS certification and department personnel advancing in certification.
- Assist the EMS Director in tracking and confirming all CEU's of shift assigned personnel.
- Serve on the Q& A committee and attend Q& A meetings to review EMS reports for information to determine training needs and quality assurance.
- Recommend corrective action to the Battalion Chief in regards of the shift's EMS needs.
- Keep updated on advanced training principles, practices, and procedures.