

St. Charles County Ambulance District is now accepting applications for our Full-Time Training Officer.

Job Title: Training Officer

Posting Date: 1/12/2020

Salary Range: \$33.44/hr. to \$47.16

Status: Full Time, Non-Exempt

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Performs all the duties of a District staff paramedic, including responding to emergency calls as assigned, providing basic and advanced life support treatment to patients, and transportation to appropriate medical facilities according to District protocols.
2. Promotes, coordinates, and conducts education courses for District employees, first responder agencies, health care professionals and the general public.
3. Responsible for curriculum development, lectures, skill instruction, on-line content design and implementation and coordination of guest lecturers and instructors for District sponsored training programs.
4. Assists with the development and implementation of a comprehensive training program that fulfills the recertification needs of District EMT's and paramedics.
5. Continually evaluates the effectiveness of the District's training program, making recommendations to the Director of Education concerning changes necessary to eliminate training deficiencies or to comply with binding regulations.
6. Recommends revisions of policies and procedures needed to ensure successful implementation and completion of training goals and objectives.
7. Recommends needed revisions of the District's medical protocols and standing orders.
8. Assists with the retrospective review of all patient records, maintaining confidentiality and ensuring appropriate feedback to personnel.
9. Provides input into the preparation of the annual training budget.
10. Assesses, monitors and maintains records of each employee's skill performance and

- enforces District policies and procedures, administering and documenting disciplinary action taken for inappropriate behavior during training programs.
11. Promptly communicates performance deficiencies or personnel problems to the Director of Education and the employee's respective supervisor.
  12. Maintains the District training equipment, audio-visual equipment, electronic resources, and resource library.
  13. Assists with the evaluation of new field equipment and makes recommendations for the purchase of such equipment.
  14. Assists with regional EMS training programs and attends meetings, seminars and developmental programs needed to stay abreast of changing trends in EMS.
  15. Assists with the orientation of new Uniformed Operations employees.
  16. Works collaboratively with other employees, volunteers, community partners, and stakeholders to achieve departmental objectives.
  17. Assumes other duties as assigned by the Director of Education.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **1. Education and Experience:**

- a. Associates degree required. BS/BA in related field of education must be obtained within five (5) years.
- b. Three (3) years' experience teaching EMS education programs.
- c. Previous training in adult education skills.
- d. Five (5) years field experience as a licensed paramedic.

### **2. Job Knowledge:**

- a. Principles and practices of emergency medical care and EMS system operations.
- b. Familiarization with laws, regulations and requirements related to EMS.
- c. Adult learning theories and common techniques and practices of adult education and skills training.
- e. Objective based curriculum development.
- f. Organizational techniques.
- g. Computer operations and data analysis.
- h. Response area of the District.
- i. Thorough knowledge of all District policies and procedures.

3. **Skills:**

- a. *Mathematical Skills* – Ability to calculate figures and amounts such as proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
- b. *Language and Interpersonal Communication Skills* – Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public. Communicate effectively in a diverse range of audiences and settings. Listen and integrate the ideas of others.
- c. *Reasoning Ability and Teamwork* – Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Able to build morale and group commitments to goals and objectives; supports everyone’s efforts to succeed. Encourages and facilitates positive working relationships between fellow employees, other healthcare professionals, and the general public.
- d. *Leadership and Professionalism* - Inspires and motivates others to perform well; accepts feedback from others; gives appropriate recognition to others and maintain a positive, self-motivated attitude as a team leader. Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions and follows through on commitments.
- e. Assess educational needs of District personnel.
- f. Effectively manage time to achieve desired results and minimize stress.
- g. Maintain accurate training records.
- h. Independently plan, organize, schedule, deliver and coordinate assigned projects and make decisions and judgments relating to assigned projects and other responsibilities.
- i. Ability to operate windows-based applications and instructional technologies.
- j. Ability to operate and drive ambulances and other emergency vehicles.

4. **Licenses:**

- a. Valid Missouri or Illinois driver's license.
- b. Valid Missouri EMT-Paramedic license.

5. **Certifications:**

- a. Missouri EMT and Paramedic Instructor/Coordinator required. Must achieve within six months if not present at hire.
- b. Must have, or within six months achieve instructor certifications in at least three of the following certification disciplines (or more as needed to meet department needs): BLS, ACLS, PHTLS and PALS.
- c. Must possess a valid Critical Care IBSC certification (CCP-C® or FP-C®) or obtain within three (3) years of hire.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and stoop, kneel, crouch or crawl. This requirement includes, but is not limited to, an ability to perform the following: reaching above the shoulders and over 18", reaching below the shoulders and to the floor, pushing with maximum force of 37.5 pounds and pulling with a maximum force of 33.5 pounds. The employee is occasionally required to climb or balance.

The employee must regularly lift and/or move up to 100 pounds and frequently lift and/or move more than 100 pounds. This requirement includes, but is not limited to, an ability to perform the following: lifting floor to knuckle of 90 pounds and 12" to knuckle of 98 pounds, carrying 98 pounds while ascending/descending six (6) stairs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and risk of electrical shock. The employee is occasionally exposed to wet and/or humid conditions; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat and risk of radiation. The noise level in the work environment is usually moderate.