

# *Shelby County Fiscal Court*

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## **POSITION DESCRIPTION**

**POSITION TITLE:** EMT Course Coordinator (Part-Time)      **DEPARTMENT:** EMS  
**CLASSIFICATION:** Technician      **SUBMITTED BY:** Human Resources  
**SALARY RANGE:** Based on Experience      **APPROVED BY:** County Judge Executive

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## **REPORTING RELATIONSHIPS**

**POSITION REPORTS TO:** Chief of Operations  
**POSITIONS SUPERVISED:** Students Enrolled in EMT Courses

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## **POSITION PURPOSE**

This part-time position will be responsible for directing, planning, organizing, evaluating and coordinating the EMT courses for the department.

## **ESSENTIAL FUNCTIONS AND BASIC DUTIES**

1. Ensures all students maintain necessary certifications required to enroll and perform tasks related to the EMT course.
2. Presents a reassuring and professional attitude at all times.
3. Maintains all credentials and requirements for certification.
4. Attends meetings, conferences and seminars as required.
5. Develops class objectives for education based on recommendations from the Kentucky Board of EMS.
6. Maintains departmental training records and performs administrative work required for EMT courses at the department.
7. Participates in the recruitment of students and oversees the orientation of students enrolled in EMT courses at the service including, but not limited to, teaching protocols, procedures, NHTSA and KBEMS standards and demonstration of the proper use of applicable equipment.
8. Consults with the Chief of Operations in the preparation of educational needs.
9. Any and other related duties as required.

## **QUALIFICATIONS**

### **EDUCATION/CERTIFICATION:**

- Graduate of High School or GED equivalent
- Graduate of a 2-year college or trade school (desired)
- Current Paramedic Certification in the State of Kentucky

- ACLS Certification
- PALS or PEPP Certification
- CPR Certification
- ACLS, CPR, PALS Instructor
- KBEMS Level II or III Instructor
- KBEMS Level II or III Evaluator

**EXPERIENCE REQUIRED:**

- 2 to 5 years supervisory experience
- 2 years educational experience
- 2 years OSHA experience
- 5 to 10 years Paramedic experience

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

1. Knowledge of Local, State and Federal Regulations to EMS.
2. Ability to deal with the public, government officials and other agencies professionally.
3. Ability to organize and administer the agency programs.
4. Ability to communicate orally and in writing.
5. Ability to react quickly and competently in an emergency situation.
6. Understands the healthcare delivery system.
7. Knowledge of Employee/Employer relationship.
8. Considerable knowledge of and training in the care and use of emergency equipment commonly accepted and employed by EMS agencies, such as oxygen, delivery systems, suction apparatus, anti-shock trousers, splinting devices, backboards, stretcher, etc.
9. Considerable knowledge in the use and care of advanced life support, equipment, including heart monitors, advanced airway equipment, pulse oximeters, blood pressure, medications and intravenous needles.
10. Considerable knowledge and skill in treatment of trauma, cardiac arrhythmias, cardiac arrest, childbirth, respiratory emergencies, pediatric emergencies, shock, etc.
11. Knowledge of Business Management Principles and Techniques.
12. Ability to maintain confidential information and exercise professional judgment.
13. Ability to perform related duties as assigned.

**CONDITIONS OF EMPLOYMENT:**

- Resident of Shelby County (desired)
- Direct Deposit Participation is a requirement of employment.
- Background Check
- Drug Screening
- Non-Hazardous Position

**WORKING CONDITIONS PHYSICAL EFFORT:**

- Moderate to extreme physical/mental activity under extreme weather conditions.
- Potential for hostile environments.
- Ability to lift 75 pounds on a regular basis.

**OVERTIME REQUIREMENTS:** Non-Exempt

**AVAILABILITY:** Regular shift

## INTENT AND FUNCTIONS OF JOB DESCRIPTIONS

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral task, only incidentally related to each position, have been excluded. Requirements, skills, and abilities, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the American Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reasons not prohibited by law.

Shelby County Fiscal Court is an Equal Opportunity Employer.