

# JOB DESCRIPTION



<b>POSITION TITLE</b>	<b>Training Coordinator Job Description</b>	
<b>REPORTS TO</b>	Operations Manager	<b>Supervises:</b> None
<b>FLSA STATUS</b> <b>Hours:</b>	Non-Exempt 40 hours/week	<b>EMPLOYMENT STATUS</b> <input checked="" type="checkbox"/> FT <input type="checkbox"/> PT
<b>MISSION STATEMENT</b>	<p>The mission of the Lancaster Volunteer Ambulance Corps, Inc. (LVAC) shall be to effectively respond and provide emergency care, comfort and transportation to the injured and ill, and those in need no matter the time of day or night or persisting weather conditions.</p> <p>The Lancaster Volunteer Ambulance Corps, Inc. is dedicated to enhance and preserve the quality of life, property and environment through education, leadership, partnerships and effective response to emergencies within the communities it serves.</p> <p>It shall also be the mission of the Lancaster Volunteer Ambulance Corps, Inc. to promote safety, to provide training in first aid and CPR, to provide or assist in projects to promote a healthier way of life and to create good fellowship among the members of the organization.</p>	
<b>JOB SUMMARY</b>	<p>The Training Coordinator is responsible for developing and implementing a consistent training program for the Lancaster Volunteer Ambulance Corps, Inc. (LVAC). This individual will be up to date on all New York State (NYS), Erie County, federal and local medical and non-medical protocols, and procedures as they relate to LVAC. This position is designed to be handled by a self-motivated person, with excellent organizational, communication (both written and verbal) skills and a flexible schedule. The Training Coordinator reports directly to the Operations Manager. Monthly reports from the training department are submitted to the Operations Manager to be presented at the scheduled Board of Directors and General Membership Meetings.</p>	
<b>ESSENTIAL FUNCTIONS</b>	<p><i>Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <ul style="list-style-type: none"> <li>• Responds on an ambulance as part of the EMS system to meet compliance standards and quality care.</li> <li>• Plans and implements a monthly schedule of varying training sessions to facilitate various levels of experience.</li> <li>• Updates sign in sheets for company members and employees as they are hired and terminated.</li> <li>• Holds mandatory training sessions on blood borne pathogens, airborne pathogens, fire extinguishers, HIPAA and compliance, Ebola, Hazmat, and any new sessions required by the New York State Department of Health.</li> <li>• Meets with the Medical Director and Operations Manager to plan training topics for all providers.</li> <li>• Meets with the Medical Director to sign off for Advanced and Paramedics in the CME program.</li> <li>• Creates guest speaker series and makes notifications to all EMS agencies.</li> <li>• Conducts new volunteer member and paid support staff employee orientation.</li> <li>• Creates training files for new volunteer and paid support staff employees.</li> <li>• Oversees new volunteer and paid support staff employee probationary period and conducts a “Mega Code”/ Driving test to determine competency to be moved up to “online” position.</li> <li>• Monitors volunteers and paid support staff employee credentials and gives them a 90-day notification of expiration.</li> <li>• Selects and trains field training officers (FTO).</li> <li>• Selects WREMAC preceptors.</li> </ul>	

	<ul style="list-style-type: none"><li>• Schedules two annual WREMAC skills sessions, and files all data accordingly.</li><li>• Addresses patient care remedial issues with volunteers and paid support staff employees in coordination with the CQI department and the Operations Manager.</li><li>• Recommends to the Operations Manager the termination of membership for any volunteer on probation for inactivity or lack of progression.</li><li>• Updates FTOs of changes in procedures and /or paperwork.</li><li>• Schedules CME marathon sessions to those who are eligible.</li><li>• Upholds the NYS Policy and Procedures, the LVAC Medical Director Policy and Procedures and the Procedures for the NYS CME program and immediately notifies the Operations Manager, Board of Directors, Medical Director, and NYS DOH of any violations.</li><li>• Maintains databases for UBMD EMS portal.</li><li>• Maintains neat and accessible files for audit purposes.</li><li>• Works with the CPR coordinator to keep records updated, orders supplies and materials, providing CPR instructors and scheduling class in CPR. This includes “Hands Only” CPR training for area schools.</li><li>• Keeps updated on WREMAC and NYS DOH requirements for BLS and ALS providers and schedules trainings regarding updates.</li><li>• Monitors training sessions attended by volunteers for voting and board position purposes.</li><li>• Assists with website and social media regarding training.</li><li>• Coordinates training room usage.</li><li>• Purchases training supplies, materials, and equipment.</li><li>• Will work within the budget determined by the Board of Directors.</li><li>• Adherence to and compliance with information systems security is everyone’s responsibility. It is the responsibility of every computer user to: Know and follow Information Systems security policies and procedures. Attend Information Systems security training, when offered. Report information systems security problems.</li><li>• While on premises, outside of regularly scheduled shifts will activate self as a crew member in “level 0” circumstances.</li><li>• Knowledge of adult learning theory.</li><li>• At minimum semiannually schedules classes for BLS, ACLS, PALS, ITLS/PTHLS</li><li>• Other Duties as assigned.</li></ul>

<b>QUALIFICATIONS</b>	<i>To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.</i>
<b>SKILLS/ABILITIES</b>	<p>Analytical skills:</p> <ul style="list-style-type: none"> <li>• Ability to synthesize various options and reach logical conclusions based on sound reasoning.</li> </ul> <p>Communication Skills:</p> <ul style="list-style-type: none"> <li>• Develops and Implements Curriculum</li> <li>• Speaks clearly so listeners can understand</li> <li>• Confident in public speaking</li> <li>• Able to apply independent judgement, personal discretion, and resourcefulness in interpreting, and applying guidelines</li> <li>• Conducts EMS report audits</li> <li>• Coordinates training sessions</li> <li>• Develops applicable training collateral materials</li> <li>• Prepares clear, and concise reports, including oral, written, and audio/visual presentations</li> <li>• Gathers and analyzes information and makes recommendations based on findings and in support of organizational goals.</li> <li>• Operates a computer and related software applications</li> <li>• Communicates effectively with a variety of individuals</li> </ul> <p>Decision-making skills:</p> <ul style="list-style-type: none"> <li>• The ability to make informed and timely decisions. Analyze ideas and uses logic to determine their strengths and weaknesses</li> <li>• Uses reasoning to discover answers to problems</li> <li>• Notices when something is wrong or is likely to go wrong</li> <li>• Judges the costs and benefits of a possible action</li> <li>• Combines several pieces of information and draws conclusions</li> <li>• Understands new information or materials by studying and working with them</li> <li>• Recognizes the nature of a problem</li> <li>• Follows guidelines to arrange objects or actions in a certain order</li> <li>• Develops rules that group items in various ways</li> </ul> <p>Math skills:</p> <ul style="list-style-type: none"> <li>• Compares prices from different suppliers to ensure that the LVAC is making the most appropriate purchase.</li> </ul>

<p><b>EDUCATION / EXPERIENCE</b></p>	<p>High school diploma or general education degree (GED). Bachelor’s Degree preferred with educational background and/or medical experiences.</p> <p>Minimum Qualifications for Training Coordinator:</p> <ul style="list-style-type: none"> <li>• Minimum NYS EMT certification or higher with at least 5 years of experience</li> <li>• Two years EMS field experience.</li> <li>• NYS EMT Instructor Coordinator or higher for at least 3 years</li> <li>• Field Training Officer Experience</li> <li>• CME coordinator experience at certified agency for at least 2 years.</li> <li>• WREMAC Preceptor Course or the ability to take within 1 year of hire date.</li> <li>• Familiar with NYS DOH policy and procedures and training requirements.</li> <li>• Familiar with ambulance operations.</li> <li>• ICS 100/200/300/700/800</li> <li>• Familiar with HIPAA policy and procedures.</li> <li>• Public speaking experience</li> <li>• Clean driving record</li> <li>• Knowledge of Microsoft Office</li> </ul>
<p><b>CERTIFICATIONS, LICENSES &amp; REGISTRATIONS</b></p>	<ul style="list-style-type: none"> <li>• Current New York State Department of Health EMT Certification or greater</li> <li>• BLS Instructor Card AHA or equivalent</li> <li>• Valid NYS Driver’s License</li> </ul>
<p><b>SOFT SKILLS</b></p>	<ul style="list-style-type: none"> <li>• High Energy</li> <li>• Attention to Detail – thorough in completing work tasks</li> <li>• Integrity – Being honest and ethical</li> <li>• Adaptability/Flexibility – Being open to change (positive or negative) and to considerable variety in the workplace</li> <li>• Entrepreneurial Spirit – Willingness to strategically invest time and effort in a company that will grow and offer new and expanded opportunities</li> <li>• Analytical Thinking – Analyzing information and using logic to address work-related issues and problems</li> <li>• Dependability – Being reliable, responsible, and dependable, and fulfilling obligations</li> <li>• Stress Tolerance – Effectively managing a heavy workload; accepting criticism and dealing calmly and effectively with high-stress situations</li> <li>• Initiative – Ability to identify tangible contribution you alone have made to the organization</li> <li>• Leadership – A willingness to lead, take charge, and offer opinions and direction</li> <li>• Achievement – Results-oriented, utilize strongest abilities</li> <li>• Independence – Work on own and make decisions</li> <li>• Complex problem solving – Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions</li> <li>• Judgment and decision-making – Considering the relative costs and benefits of potential actions to choose the most appropriate one</li> <li>• Time management – Managing one’s own time and guiding the time of others</li> </ul>
<p><b>COMPUTER/ EQUIPMENT SKILLS</b></p>	<p>General knowledge of computer operation to include the Microsoft Office Suite.</p>

<b>PHYSICAL DEMANDS</b>	<p>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 of this position. The position requires significant physical strength and dexterity and the ability to function in very adverse environments with exposure to numerous safety risks typically found at emergency scenes.</p> <ul style="list-style-type: none"> <li>• Must be able to lift, push, pull, carry 250 lbs. infrequently with assistance</li> <li>• Must be able to lift, push, pull, carry and balance 150 lbs. frequently</li> <li>• Must have ability to step up and/or climb over obstacles</li> <li>• Must be able to climb stairs while carrying up to 150 lbs.</li> </ul> <p>While performing the duties of this job, the employee is regularly required to stand; walk; use hands; reach with hands and arms; stoop, kneel, crouch, or crawl, talk and hear. The employee may sit or stand for long periods of time. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.</p>
<b>WORK ENVIRONMENT</b>	<p>This position operates in a clinical setting. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Hazards may include being in an emergency vehicle operating under emergent conditions (e.g., with red lights and siren); dealing with confused and agitated patients; exposure to adverse conditions on trauma scenes; exposure to known and unknown diseases; and working in confined spaces.</p>
<b>Benefits</b>	<ul style="list-style-type: none"> <li>• Competitive Salary, commensurate with qualifications</li> <li>• Paid Vacation</li> <li>• Health Insurance</li> <li>• Dental Insurance</li> <li>• 401K</li> <li>• Flexible Schedule</li> <li>• Cell Phone Stipend</li> </ul>

Contact:

Interested applicants should send their resume and cover letter to

Allison Revelas at [arevelas@lancasterambulance.org](mailto:arevelas@lancasterambulance.org)

Applications must be received by 2pm on Monday, December 7th. Interviews will be done the week of December 13th dates and times to be determined.

We are an equal opportunity employer. All applicants will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, disability status or any other category protected by law