ERIE COUNTY DEPARTMENT OF HEALTH

JOB POSTING

Type: Open

Anticipated Vacancy

Title: Clinical Coordinator- NY HELPS

Date Posted
October 21, 2026

Last Day to Respond to Posting
November 4, 2026

Bargaining Unit
CSEA

Job Group
11

Employment Type
Full-Time

Starting Salary for External Candidates
$66,219

Shift
Monday- Friday 08:30am – 04:30pm

Appointment Type
Permanent-Probationary

Division/Work Unit
Emergency Medical Services

Location
500 Commerce Dr. Amherst, NY 14228

Number of Vacancies
1

Probationary Period Notice

Permanent appointments are subject to a probationary period. The probationary period provides an opportunity for the employee to demonstrate their ability to perform the duties of the position satisfactorily. During this time, performance and conduct will be evaluated to determine whether permanent status should be granted at the end of the probationary term. The probationary period typically ranges from eight (8) to twenty-six (26) weeks.

NY-HELP

This position is being filled through the New York State Hiring for Emergency Limited Placement Statewide (NY HELPS) Program. For the duration of this program, this title has been reclassified to the non-competitive class. Candidates who meet the minimum qualifications may be appointed on a non-competitive basis. In accordance with the program's guidelines, employees appointed under NY HELPS will be transitioned to permanent competitive status without further examination after successfully completing one year of satisfactory service in the title.

Distinguishing Features of the Class

This work involves oversight of the clinical rotations portion of the Erie County Paramedic Training Program offered by the Erie County Department of Health. The Clinical Coordinator will ensure students meet the criteria as outlined by the Erie County Paramedic Training Program and the New York State Department of Health Emergency Medical Services and Trauma Systems Bureau to obtain certification. The incumbent works under the supervision of the Paramedic Program Director. Supervision is exercised over various EMS instructors, lower-level clerical staff, and students. The Clinical Coordinator will function as a Certified Lab Instructor (CLI) or Certified Instructor Coordinator (CIC) as needed by the Program. Does related work as required.

Typical Work Activities

- Coordinates all clinical education requirements of the Erie County Paramedic Training Program
- Provides oversight for all clinical and field internship locations
- Serves as the liaison between preceptors (teachers or tutors) and students
- Provides leadership for course coordination and supervision of adjunct faculty/instructors.
- Coordinates the assignment of students to clinical and field internship sites
- Evaluates and selects required Preceptor's for the training program
- Conducts an orientation program to instructors, students, and staff at the clinical and field internship sites

Minimum Qualifications

Possession of an Associate's degree** or higher in education, clinical specialty or other related field of study, five (5) years' experience as an EMT, Advanced EMT or Paramedic, and three (3) years' experience as an EMS instructor.

Special Requirements

The candidate must be a NYS Certified Lab Instructor (CLI) or Certified Instructor Coordinator (CIC) at time of appointment and maintenance throughout employment; and:

Candidates must be a certified NYS Department of Health EMT, AEMT or Paramedic at the time of application and maintain such certification for the duration of employment; and:

Within 24 months of employment, candidates must possess a NYS Certified Instructor Coordinator (CIC) certification; and:
Candidates will be required to possess all certifications as defined by the Western Regional Emergency Medical Advisory Committee (WREMAC see www.WREMAC.com) based in accordance with the applicant's current NYS certification level (EMT, AEMT, Paramedic). See WREMAC Policy #2013-1 for difference in certification requirements based on EMT vs. AEMT vs. Paramedic. In addition, candidates will be required to obtain the instructor level certification as defined above within 12 months of employment. Employees who later advance their NYS level of certification will then be required to achieve instructor level certification for all certifications required by WREMAC within 12 months of the achieved date.

Criminal Background Check

In accordance with New York State law, a criminal background check may be conducted after a conditional offer of employment has been made. A prior conviction will not automatically disqualify a candidate from employment, unless required by law or directly related to the duties of the position. Certain positions may be subject to additional background screening based on statutory or regulatory requirements.

Remote Work Eligibility

This position may be eligible for one remote work day per week, subject to departmental needs and supervisory approval, after successful completion of the probationary period. Participation in remote work is not guaranteed and may be modified or revoked at any time.

Equal Opportunity Employer Statement

Erie County is an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, national origin, sex, age, disability, genetic information, sexual orientation, gender identity or expression, veteran status, or any other legally protected status.

Visa Sponsorship

Erie County does not sponsor employment-based visa status for any position. All applicants must be legally authorized to work in the United States at the time of application and throughout the duration of employment, without the need for current or future visa sponsorship.

If interested and meet the above qualifications, please follow the link below or scan the QR code at the top right corner of the job posting.

https://www3.erie.gov/employment/job-postings