

NORTH DAKOTA EMERGENCY MEDICAL SERVICES ASSOCIATION (NDEMOSA)

EDUCATION COORDINATOR

JOB DESCRIPTION

Summary

The EMS Education Coordinator will provide coordination of NDEMOSA educational offerings to stakeholders to support the NDEMOSA mission of quality educational services and thus, ensuring exceptional patient care across our state. Duties will include participation in program planning, implementation, and evaluation of education-related projects.

Status: Full-Time (40 hours weekly)

Wages: Competitive wage package commensurate with experience

Closing Date: Open until filled

Location: Office location in Bismarck, ND with the opportunity to work remotely

Duties and Responsibilities

- Participates in the planning, implementation, coordination, and evaluation of NDEMOSA educational program offerings. This may include actual instruction of material during these education program offerings.
- Coordinates instruction either at the NDEMOSA conferences or contracted educational programs, as needed; monitors the activities of instructors/presenters during instructional time.
- Evaluates instructor performance, provides feedback, and develops instructor remediation plans.
- Fulfills NDEMOSA educational program administrative requirements, to include maintenance of program, course, and student/participant records, and preparation and submission of data and reports.
- Develops or assists in the creation of marketing materials for conference and education events (i.e. conference brochure).
- Participates in continuing professional development programs as appropriate.
- Adheres to established NDEMOSA policies and procedures and relevant quality and safety standards.
- Represents the NDEMOSA on EMS education related committees and planning groups.
- Participates in activities that promote the NDEMOSA, to include instructor recruiting, and program marketing events, as appropriate.
- May lead, guide, and train staff/student employees, interns, and/or volunteers performing related work; may participate in the recruitment of volunteers, as appropriate to the area of operation.
- Performs miscellaneous job-related duties as assigned.

Minimum Job Requirements

- HS/GED and successful completion of an ND DEMST-approved instructor/coordinator course or equivalent
- At least 2 years of directly related EMS experience.
- ND licensure as EMT, AEMT or Paramedic.

Desired Qualifications

- Associates degree or higher
- Instructor credentials in at least 2 or more of the following courses:
 - BLS CPR
 - ACLS
 - PALS
 - PEEP
 - PHTLS
 - AMLS
 - NRP
- Current ND DEMST Instructor/Coordinator licensure
- Prior experience in EMS educational program planning and development

Knowledge, Skills and Abilities Required

- Knowledge of EMS theory, practice, and trends.
- Knowledge of current EMS curricular content and education standards.
- Strong interpersonal skills, flexibility, and customer service orientation.
- Ability to adapt EMS curricula to reflect State requirements, local needs, and national trends.
- Knowledge of the delivery of emergency medical services in the State of North Dakota
- Knowledge of adult learning theory and methodologies.
- Demonstrated teaching and educational facilitation skills.
- Knowledge of competency-based education principles and methods.
- Ability to assess student performance and progress and to provide appropriate feedback.
- Ability to promote higher-order thinking and problem-solving among educational participants.
- Ability to adhere to established standards for educational quality.
- Ability to maintain complete, accurate educational records.
- Knowledge of State of North Dakota DEMST rules and regulations.

Job Relationships

- This position will report to the Education Representative, a special appointee by the president to the NDEMSEA board of directors.
- This position will interact with the executive officers and board of directors of NDEMSEA, the NDEMSEA Director of Administration, NDEMSEA membership, ND EMS Instructor/Coordinators, Division of EMS & Trauma staff, and other EMS leaders and providers in addition to other regional and national individuals with an interest in Emergency Medical Services.

Working Conditions and Physical Effort

- Travel within the State of North Dakota an estimated 50% of the time for conference-related education, stakeholder meetings, and other EMS education events.
- Moderate physical activity. Requires handling of average-weight objects up to 25 pounds or standing and/or walking for more than four (4) hours per day.
- Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions.
- Work involves light exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.

Application Procedures

- Apply using the North Dakota EMS Association “Application for Employment Form” which can be downloaded on our website at www.ndemsa.org.
- Provide details in the employment history sections of the application on how your education, experience, and skills qualify you for this position.
- Supplemental information such as a cover letter and resume may be included.
- Further details regarding the EMS Education Coordinator position can be obtained by contacting; Curt Halmrast (NDEMSEA President) at curt.halmrast@ndemsa.org or Ken Reed (Education Appointee) at kreed@hamc.com .
- Completed applications can be returned via mail to NDEMSEA, via fax to NDEMSEA, or emailed to Curt Halmrast or Ken Reed.

NDEMSEA
Education Coordinator Position
1622 East Interstate Avenue
Bismarck, ND 58503
(701) 221-0693 fax