

**SOUTHERN REGION EMERGENCY  
MEDICAL SERVICES COUNCIL, INC.**

**Application package for**

**Education Programs Coordinator**

**June 1, 2011**



## THE ORGANIZATION

The Southern Region Emergency Medical Services Council, Inc. (SREMSC) is a non-profit corporation established in 1975 to serve as a regional resource center for the emergency medical services system in south central and southwestern Alaska. Our mission is to "support, strengthen and promote the quality of the EMS system, integrating local emergency medical services into a regional and statewide system."

The region serves an area of 192,369 square miles, extending over a breadth of 2,000 miles from east to west. Parts of the region are closer to the Russian Far East than they are to Anchorage. The regional population resides in 132 communities ranging in size from 25 to 292,000 and according to the 2010 Census, we serve over 68% of the total population in Alaska. Two thirds of the communities do not have access to the rest of the state by road.

The region is served by 101 organized emergency medical services, 45 ambulance and 56 first responder services. Forty three provide advanced life support. Nearly all of the region's EMS agencies rely on volunteers as their first response. Just six communities have full-time paid EMS providers, and even those paid services rely on a volunteer component for back up.

The region has 12 acute care hospitals ranging in size from 15 to 341 beds. Anchorage is the tertiary care center for the state, and in Anchorage there are two private hospitals, an Indian Health Service hospital and an Air Force facility. Another regional hospital is located 25 miles to the north. Fixed and rotor-wing medevac providers, as well as military search and rescue operations, provide services within the region.

SREMSC is governed by a 20 member Board of Directors from across the region. The Board meets three times a year to develop program plans and policy. The central office is located in Anchorage and consists of seven full-time and two part-time staff, with one other staff member working full-time from an office on the Kenai Peninsula. Additionally, local coordination and training is provided to the remote parts of the region in six of the nine subareas through six subarea contracts.

The program is funded in large part by a grant from the State Division of Public Health, Alaska Department of Health and Social Services. A substantial portion of the budget is generated from fees for training, conferences, American Heart Association training center operation, rental of equipment, and sales of books and materials.

The regional office is a resource agency serving a wide variety of needs. That role has many components. Training emergency care providers and instructors is one of the most important. The central office conducts all levels of EMS training, from entry level to advanced, offering continuing education classes on many topics, and refreshers to maintain certification. We specialize in training instructors at all levels. The nine subareas within Southern Region focus on providing ETT and EMT classes as well as other basic courses, including first aid and CPR for residents of the towns and villages within the region.

Our agency is responsible for coordinating State EMS examinations in the region, and often assists other regions as well. The agency maintains a large stock of EMS equipment, a DVD/video rental library and is a primary source of manikins and materials for CPR, First Aid,

ACLS, PALS and other training. Furthermore, the central office staff coordinates the local logistics of the annual State EMS Symposium, which is one of the largest conferences held in Alaska.

The region coordinates a large capital equipment funding initiative known as Code Blue, which brings together local, state, federal and private funds to purchase essential EMS equipment for rural emergency medical services. Other small state and federal grants and contracts provide the opportunity to do special projects of short duration.

Staff members are active on local and statewide policy development committees including the State Training Committee, the American Heart Association, the Denali Safety Council, EMS for Children, Code Blue, SafeKids, Kenai Peninsula LEPC, and many other specialty committees and organizations.

The region has a comprehensive public information and education program. This includes publishing *LifeLines*, a newsletter for the providers in the region which includes news articles from around the region along with education related items.

Other programmatic activities of the organization include providing administrative support for the Alaska Comfort One program; working with the abstractors and administrators for the Alaska Trauma Registry; providing advice and resources to the EMS agencies regarding purchase of ambulances, radios and medical equipment; doing general management consulting for the services; providing mini-grants, scholarships, and equipment funding assistance to many volunteer EMS providers and agencies; conducting community technical assistance reviews, coordinating the Code Blue activities for the region, and general problem solving with the individual services and communities.

## THE TEAM

The regional office is staffed by a dedicated group of skilled professionals, several of whom have been with the region for many years. All of the nine outlying subarea offices have EMS Coordinators and trainers who work closely with our program. The central office is staffed as follows:

The ***Executive Director (ED)*** is the chief administrative officer. The ED is responsible for implementing all programs, planning new programs, assuring fiscal responsibility, representing the agency to the public, providing leadership for improving the EMS system in the region, cooperating with the State and regional EMS programs, supervising staff, monitoring contracts and providing technical assistance to the EMS agencies in the region. The ED directly supervises the Finance Manager, Regional Training Coordinator, Administrative Assistant, Kenai Peninsula EMS Coordinator, and the Public Information and Education Coordinator.

The ***Finance Manager (FM)*** oversees the office operations and maintains the financial systems, including the computerized accounting system, budgets, contract management and grant reporting.

The ***Regional Training Coordinator (RTC)*** provides administrative oversight for the regional training program, is the primary instructor-trainer in the agency, develops training curricula, and works on an assortment of statewide projects and training related programs. The RTC supervises

the Education Programs Coordinator, the Conference and Testing Coordinator, the AHA Training Center Coordinator, and the Resource Coordinator.

The ***Education Programs Coordinator (EPC)*** conducts needs assessments, works with EMS medical directors, designs training programs, teaches EMS related and continuing education classes for prehospital and clinical care providers within Southern Region, provides technical assistance to EMS organizations within the region and serves as a regional resource for educational and regulatory questions.

The ***Conference and Testing Coordinator (CTC)*** is a half-time position handling all coordination of Certifying Officers, EMT testing, and conference coordination for the Alaska EMS Symposium.

The ***Training Center Coordinator (TCC)*** administers the activities of the American Heart Association Training Center, and serves as clerical back-up for the Administrative Assistant.

The ***EMS Resource Coordinator (RC)*** is responsible for the capital and training equipment, the DVD/video resource library, the equipment rental program, researching and obtaining bid quotes on new equipment, as well as serving in a busy role as expeditor.

The ***Administrative Assistant (AA)*** provides administrative support to the Executive Director, staff and Board of Directors and coordinates the Comfort One program.

The ***Public Information and Education Coordinator*** is a half-time position. This position serves as the media coordinator, agency photographer and photo editor, maintains the region's website, prepares the layout and edits the regional newsletters, and completes all desktop publishing projects for the agency.

The ***Kenai Peninsula EMS Coordinator (KPEMSC)*** coordinates all AURORA (State of Alaska web-based EMS data base) training and information for the Region. The KPEMSC works closely with agencies on the Kenai Peninsula and the Kenai Peninsula EMS Council, development of peninsula area recruitment/retention and funding strategies, and coordinating their subarea resources to the greatest extent possible. This position works from a home office located on the Kenai Peninsula.

## **THE POSITION**

The Education Programs Coordinator conducts needs assessments, works with EMS medical directors, designs training programs, teaches EMS related and continuing education classes for prehospital and clinical care providers within Southern Region, provides technical assistance to EMS organizations within the region and serves as a regional resource for educational and regulatory questions.

#### **DESCRIPTION OF DUTIES**

- Regularly assesses the continuing education needs of emergency care providers in the prehospital and hospital setting.
- Develops, coordinates and teaches continuing education programs based on the assessed needs of the region and emergency care providers.
- Develops and updates training aids for the training department and for special projects as needed.
- May serve as an American Heart Association and/or ASHI Instructor for Southern Region EMS Council (SREMSC).
- Provides technical assistance to EMS organizations within the region and serves as a resource for educational and regulatory questions.
- Works collaboratively with the Regional Training Coordinator, State EMS Office, other EMS regional offices and other agencies on projects and issues of statewide importance.
- Serves as Certifying Officer at EMT Examinations as needed.
- Assists EMS services in updating their medical standing orders.
- Serves as liaison to EMS medical directors
- Serves as faculty for EMS Instructor courses.
- May write articles for EMS newsletters.
- Maintains educational files.
- Develops quality improvement programs for EMS use.
- Conducts periodic equipment audits and oversees the annual equipment inventory.
- Develops and oversees special projects.
- Maintains all certifications and licenses required for the position. This position requires working some evenings and weekends for course instruction when necessary. Some in-state travel is required, mostly within the region.

## **THE IDEAL CANDIDATE**

The EPC should first and foremost be a person who is committed to quality instruction and prehospital care. They should help the people and agencies of the EMS system in the region continue to develop and improve. There are three primary roles: educator, leader and consultant.

As an educator the EPC must identify the educational needs of the region, using a variety of methods. The EPC must demonstrate and embody a belief in integrity and quality instruction.

As a leader the EPC must be able to establish good rapport with all those in the EMS system and offer a consistent approach to problems that are sensitive to the needs of the stakeholders.

As an EMS consultant the EPC must be able to quickly understand the technical and organizational issues of a problem and provide an array of possible solutions to be explored.

## **INTERACTIVE STYLE**

- Is sensitive to the needs of EMS providers, both volunteer and paid, appreciates and acknowledges the value of their input into the development of the programmatic efforts of the agency.
- Is a team player in every sense of the word.
- The EPC must demonstrate contemporary people oriented skills
- Has firm commitment to quality instruction and continuous quality improvement.
- Has a customer service orientation. Likes to ask internal and external customers how we are doing.
- Is a self-starter and a problem solver. Can identify problems/issues and can outline or initiate solutions.
- Has a participative working style.
- Has a sense of humor.

## **COMPETENCIES**

- Current license or eligible for licensure as a State of Alaska Mobile Intensive Care Paramedic within one year of hire, NREMT-P, RN, NP, or PA-C.
- Minimum of three years prehospital experience.
- Experience in teaching EMS and continuing education classes such as ACLS, ITLS, PALS, etc., to either prehospital, clinic or hospital personnel.
- Current AHA and/or ASHI instructor.
- Eligible for certification as an EMT Instructor in Alaska.
- Experience with rural Alaska issues.

- Ability to work with a wide variety of prehospital and hospital providers with varied levels of training.
- Bachelor degree preferred.
- Demonstrated knowledge of basic EMS equipment maintenance and repair.
- Experience using Microsoft® Office software (Word, Outlook, Excel, and Access).
- Strong oral and written communication skills.
- Strong organizational skills.
- Strong public relations skills.
- Physically able to lift and carry 35 pounds.
- Physically able to sit at a computer station to perform the scope of work required using the technology resources provided.

## **COMPENSATION**

The starting salary range for the position is \$39,720 to \$42,588 per year based on the successful candidate's experience.

Annual leave is 2 weeks for the first two years, 3 weeks for the third through fifth and 4 weeks after that. Sick leave is earned at the rate of 1 day per month. There are 12 paid holidays per year.

Benefits include medical, dental and vision insurance for the employee. Dental and vision insurance are also provided for dependents; as well as a monthly stipend toward medical coverage for dependents who are self-insured.

The agency sponsors a 403 (b) salary reduction and Roth retirement plan to which employees may contribute. After one year of employment, there is a 3% employer base contribution and a 2% employer match contribution.

Appropriate educational expenses are reimbursed by the agency.

## **ANCHORAGE**

The organization is headquartered in Anchorage, the state's largest city. It's a place rich with activities, including arts and entertainment, restaurants, parks, green-belts and bike/running/ski trails. If you are an outdoors person, this offers the best of both lifestyles year round. Great wildlife viewing, fishing and hunting are nearby.

The winter is characterized by temperatures generally above zero and beautiful sunny days. Summers are in the 60-70 degree range and the sun shines until midnight. You are encouraged to contact the Anchorage Chamber of Commerce at [www.anchoragechamber.org](http://www.anchoragechamber.org) to request a free relocation package. This will provide many more details about Anchorage and the surrounding area as a place to live.

## **WHY CONSIDER THIS OPPORTUNITY**

- Southern Region has a reputation for being an innovator and leader not only in Alaska, but in the lower 48 as well.
- The successful candidate will work with an outstanding staff that is self-motivated, talented, productive, and has a good time at work.
- Alaska's EMS program is a relatively new program. Consequently, change can be accomplished relatively easily, making the job much more satisfying than similar positions in other programs and places.
- You will truly have a chance to make a difference in people's lives and within the Alaska EMS system as a whole.
- Finally, Anchorage is a great place to live.

## **THE SEARCH PROCESS**

Resumes will be accepted and the position open until the right person is found. Interested individuals are encouraged to apply at the earliest possible date.

Only those candidates providing all requested information will be considered for interviews.

Travel for interviews in Anchorage will be reimbursed by SREMSC. However, if the person offered the job does not take it, that travel will not be reimbursed.

## **APPLICATION INSTRUCTIONS**

If you are interested in applying for this position, you must submit the following.

- Cover letter describing why you are interested in this position. Be sure to address the needs described above if they are not included in your resume.
- A resume of your education and experience. For each place that you worked or volunteered please include the name of the supervisor, your starting and ending salary, and a telephone number. You may limit this to the last 15 years.
- A list of five references of both supervisors and those who you supervised including name, relationship to you, mailing address and telephone number(s). Please note the best time of day to contact each person.
- A signed waiver of liability (enclosed).
- An example of your writing skills.

## **SEND YOUR COMPLETED PACKET TO:**

Thomas Meyer  
Regional Training Coordinator  
Southern Region EMS Council, Inc.  
6130 Tuttle Place  
Anchorage, AK 99507

Or e-mail it to [tmeyer@sremsc.org](mailto:tmeyer@sremsc.org), and mail or scan the signed waiver of liability.

Questions regarding the process or the position should be directed to Thomas Meyer [tmeyer@sremsc.org](mailto:tmeyer@sremsc.org) or Sue Hecks, [shecks@sremsc.org](mailto:shecks@sremsc.org) or by calling (907) 562-6449.

# Southern Region EMS Council, Inc.

## Application Agreement and Waiver of Liability

I, \_\_\_\_\_, the undersigned, am submitting an application to Southern Region Emergency Medical Services Council, Inc., for the position of Education Programs Coordinator.

I authorize Southern Region Emergency Medical Services Council, Inc., to contact the references that I have provided, as well as any other person who knows of my professional abilities and accomplishments.

Furthermore, I authorize any person that Southern Region Emergency Medical Services Council, Inc., contacts by telephone, to truthfully and completely answer all questions posed to them about my job performance, my professional knowledge and abilities, my interpersonal skills on the job and the conditions under which I may have left that employment.

I further agree to hold harmless any person who is contacted by the Southern Region Emergency Medical Services Council, Inc., from any legal liability arising out of anything they may say at that time regarding my job performance, my professional knowledge and abilities, my interpersonal skills on the job and the conditions under which I may have left that employment.

I understand that if I become a finalist for this position Southern Region Emergency Medical Services Council, Inc., may be conducting a criminal background check, and authorize them to conduct that check with my full consent.

I also agree to hold harmless Southern Region Emergency Medical Services Council, Inc., the Directors, the employees, or any person chosen to participate in the assessment of my suitability for this position, from any liability which may arise as a result of their participation in this search process.

Finally, I agree that if I am offered the position and I turn it down, I will forgo any reimbursement, which may be due to me for travel to the final interview and/or test.

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Signed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Address

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