

Southern Region Emergency Medical Services Council, Inc.

Application Packet For

DATA MANAGER AND EDUCATION PROGRAMS COORDINATOR

January 2020

SSOUTHERN  **REGION**
EMS COUNCIL, INC.



Mission:

Improve the quality, availability and sustainability of emergency patient care

THE ORGANIZATION

Southern Region Emergency Medical Services Council, Inc. (SREMSC) is a 501(c)(3) non-profit corporation established in 1975 to serve as a Regional resource center for the emergency medical services system in southcentral and southwestern Alaska. We are celebrating our 44th anniversary this year! 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 population resides in 132 communities ranging in size from less than 25 to 295,570. Two thirds of the communities do not have access to the rest of the state by road.

The Region is served by 92 organized emergency medical services, 41 ambulance and 51 first responder services. Forty provide advanced life support. Nearly all the Region's EMS agencies rely on volunteers as their first response. Just six communities have full-time paid EMS providers, and even the paid services rely on a volunteer component.

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. There are two Level 2 Trauma Centers in Anchorage, one Pediatric Level 2 Trauma Center in Anchorage and seven Level IV Trauma Centers in the Region.

Fixed and rotor-wing medevac providers, as well as military search and rescue operations provide services within the Region.

The SREMSC is governed by a 21-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 nine full-time staff, with one staff member working from an office on the Kenai Peninsula. Additionally, local coordination and training is provided to the remote parts of the Region through six subarea contracts.

The program is funded in large part by a grant from the Section of Rural and Community Health Systems, State Emergency Medical Services Office, 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 / AHA training center operation, rental of equipment, and sales of books and materials.

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.

The Region 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 subregions within the Southern Region focus on providing ETT and EMT classes as well as other courses, including First Aid and CPR for residents of the towns and villages in their areas.

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 rental library and is a primary source of manikins and materials for CPR, First Aid, ACLS and PALS training. Furthermore, the central office staff coordinates the local logistics of the annual Alaska EMS Symposium, which is one of the largest conferences held in Alaska.

Staff members are active on local and statewide policy development committees including the State Training Committee, the American Heart Association, Code Blue, State EMS Directors and Coordinators, and many other specialty committees and organizations.

Other programmatic activities of the organization include providing administrative support for the Alaska Comfort One program; providing advice and resources to the EMS agencies regarding purchase of ambulances, radios and medical equipment; doing general management consulting for the services; providing Minigrants, scholarships, and equipment funding assistance to many 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. 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, collaborating with the State and regional EMS programs, grant writing, reporting and compliance, supervising staff, monitoring contracts and providing technical assistance to the EMS agencies in the Region.

The ED is responsible for the largest region in the state, with more than half the EMS providers and emergency medical services in Alaska. The area is incredibly diverse, from the paid EMS system in Alaska's largest city to the volunteer services right next door; from the linked highway communities to the many very isolated villages, some further from hospitals than anyplace else in Alaska. The Director must have a broad perspective of the make-up of the Region and the needs of the many players in order to identify opportunities, resources, challenges and trends.

The Regional Training Manager, Finance Manager, Administrative Assistant, and the Kenai Peninsula EMS Coordinator report directly to the ED. The ED is responsible to the Board of Directors and is directly supervised by the Executive Committee. The ED Executes all decisions of the Board and carries out other responsibilities as may be delegated by the Board.

The ***Finance Manager (FM)*** maintains the financial systems, including the computerized accounting system, budgets, contract management and grant reporting as well as all Human Resource responsibilities. This position supervises the Accounting & Logistics Assistant.

The Accounting & Logistics Assistant (ALA) serves as the primary support for the Finance Manager and works under their direct supervision on all related financial issues and grant equipment purchasing.

The ***Regional Training Manager (RTM)*** provides oversight for the Regional training program, is the primary instructor-trainer in the agency, and works on an assortment of statewide projects. In addition, the RTM supervises the Data Manager & Education Programs Coordinator, the Training Center Coordinator and the Resource Coordinator, plans the EMS Symposium educational offerings and other aspects of the conference, develops training curricula and works to implement Region-wide training programs.

The ***Data & Education Programs Coordinator (DEPC)*** is responsible for both in-house and outreach continuing education classes, curriculum development, physician sponsor liaison projects, assists with EMS Symposium planning and development of other educational related aspects. This position provides technical assistance to Emergency Medical Services (EMS) organizations in the AURORA/Elite patient care report systems.

The ***Training Center Coordinator (TCC)*** manages and markets the activities of the AHA Training Center and provides back-up to the Administrative Assistant.

The ***Resource Coordinator (RC)*** handles coordination of Certifying Officers, EMT Testing, is responsible for the capital and training equipment at SREMSC, the DVD and CME library, the equipment rental program, obtaining bid quotes on new equipment, classroom maintenance, serves as the media coordinator, maintains the SREMSC website and our social media presence 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, coordinates the Alaska Comfort One program and works under the direct supervision of the Executive Director.

The ***Kenai Peninsula EMS Coordinator*** works under the direction of the Executive Director and works closely with the Kenai Peninsula Emergency Services (KPESI). The Coordinator is responsible for the administrative tasks of KPESI, development of peninsula area recruitment/retention and funding strategies and coordinating subarea resources to the greatest extent possible. This position works from a home office located on the Kenai Peninsula.

THE POSITION

SUMMARY OF RESPONSIBILITIES

This position designs training programs; teaches EMS courses and continuing education classes for prehospital and clinical providers; provides technical assistance to EMS organizations in the AURORA-Elite patient care report systems; works with EMS Medical Directors; and serves as a resource for educational and regulatory questions within Southern Region. The Regional Training Manager supervises this position.

This position requires working some evenings and weekends for course instruction when necessary. Some in-state travel is required, mostly within the region.

DESCRIPTION OF DUTIES:

- Works with State of Alaska Data Manager to promote and improve the State EMS Data Collect System (AURORA). Aids all services within Southern Region with AURORA. Attends weekly and monthly teleconferences with state data manager and other regional data coordinators if scheduled. Provides updates and reports to SREMSC and the Board of Directors on AURORA and regional compliance.
- Implement meaningful injury prevention programs based off data from Aurora, Alaska Trauma Registry, mortality database, and hospital discharge data.
- Regularly assesses the continuing education needs of emergency care providers in the prehospital and hospital setting

- Develops, coordinates and assists in teaching EMS courses and 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
- 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 Manager, State EMS Office, other EMS regional offices and other agencies on projects and issues of statewide importance
- Serves as Certifying Officer when eligible at EMT Examinations as needed
- Works with the Administrative Assistant and regional Training Manager to develop, publicize, and execute the Annual EMS Symposium in November of each year.
- Provides technical support for training equipment, skills lab and training systems such as for web-based CME
- Serves as a subject matter training expert for SREMSC and for American Heart Association courses (BLS, ACLS, PALS, etc.), serves as an AHA Instructor and Training Center Faculty.
- Performs AHA Skills checks and teaches AHA courses as needed
- Serves as faculty for EMS Instructor courses
- Attends State Training Committee meetings when held locally and/or as budget allows
- Assists in the marketing of EMS and AHA courses
- Maintains SREMSC's EMS educational files
- Develops quality improvement programs for EMS use
- Works with other staff to provide updates for Regional Social Media accounts
- Demonstrates commitment to continued professional growth and development
- Provides IT logistics for Board meetings, other meetings, training, webinars, CME nights
- Maintains the security of all aspects of the State of Alaska EMT examinations and testing processes
- Performs effective use of various computer applications and software to perform assigned work and special projects, such as Microsoft Office applications, Enrollware, GoToMeeting, etc.
- Maintains all certification and licenses required for this position
- Serves as a customer service representative for SREMSC and answers phones and assists customers as needed
- Maintains a positive work atmosphere through effective interactions and communications with co-workers, customers and management
- Maintains the integrity, confidentiality and security of all employment related materials

REQUIRED QUALIFICATIONS:

- Current license or eligible for licensure as a State of Alaska Mobile Intensive Care Paramedic within one year of hire, NREMT-P, AEMT or Alaska EMT-3 Certification Minimum of three years prehospital experience
- Experience in teaching EMS and continuing education classes such as ACLS, PALS, PHTLS, AMLS, etc., to either prehospital, clinic or hospital personnel

- Current AHA BLS instructor. Ability to become an AHA ACLS and PALS instructor within one year of hire
- Eligible for certification as an EMT Instructor in Alaska
- Experience with rural Alaska EMS systems
- Ability to work with a wide variety of prehospital and hospital providers with varied levels of training
- Bachelor's degree preferred
- Demonstrated knowledge of basic EMS equipment maintenance and repair
- Current Alaska Driver's License in good standing
- Experience using Microsoft® Office software (Word, Outlook, Excel, Access) and ImageTrend/Aurora-Elite programs
- Strong customer service orientation
- Effective communication skills, both oral and written
- Ability to maintain a positive work atmosphere through effective interaction and communication with co-workers, customers and management
- Strong organizational skills and the ability to multi-task
- Ability to pass background and past employment screening
- Team player

DESIRED QUALIFICATIONS:

- At least three years of Alaska EMS Education / Instructor experience
- Demonstrated knowledge of Aurora-Elite
- Knowledge of and experience with Microsoft Office products
- AHA BLS/ACLS/PALS Instructor certified

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

Full description provided upon request.

COMPENSATION:

This is a full-time non-exempt position, based on 37.5 hours per week. The starting wage for this non-exempt position is \$39.68 per hour. Following a successful probation period of up to six months, a merit increase may be awarded with annual merit increases based on job performance.

Benefits include medical, life and AD&D insurance for the employee as well as dental and vision insurance for the employee and their eligible dependents of which SREMSC currently pays 90% of the cost. Medical insurance is available for eligible dependents at the employee's expense. Other benefits apply.

Personal Leave / Paid Time Off is earned each payday as follows: < 3 years 4.5 hours; 3-6 years 6.0 hours; and > 6 years 7.5 hours. Pay periods are every two weeks.

There are fourteen (14) paid holidays as outlined in the Personnel Policies

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.

APPLICANT INSTRUCTIONS

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

1. Cover letter describing why you are interested in this position. Be sure to address the needs described in this packet if they are not included in your resume.
2. 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 ten years.
3. A list of **up to (5)** references including name, relationship to you, mailing address and telephone number(s). Please note the best time of day to contact each person.
4. A signed Application and Waiver of Liability form (page 10).

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

SEND THE COMPLETED PACKET TO:

Mail: Pat Vincent, Regional Training Manager
Southern Region EMS Council, Inc.
6130 Tuttle Place, Suite B
Anchorage AK 99507-7102

Email: pvincent@sremsc.org

Fax: (907) 562-9893

Questions regarding the process or position should be directed to **Pat Vincent** pvincent@sremsc.org or **Julie Pannone** jpannone@sremsc.org or by calling (907) 562-6449.

Additional information about Southern Region EMS Council, Inc. can be found on our website at www.sremsc.org

Resumes will be accepted, and the position will remain open until the position is filled. Interested individuals are encouraged to apply as soon as possible.

SOUTHERN REGION EMS COUNCIL, INC.
6130 TUTTLE PLACE, SUITE B ANCHORAGE, AK 99507
(907) 562-6449

APPLICATION AGREEMENT AND WAIVER OF LIABILITY

I, _____, the undersigned, am submitting an application to Southern Region Emergency Medical Services Council, Inc. / SREMSC, for the position of DATA MANAGER AND EDUCATION PROGRAMS COORDINATOR.

I authorize SREMSC 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 SREMSC 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 SREMSC 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 SREMSC may be conducting a criminal background check and authorize them to conduct that check with my full consent.

I also agree to hold harmless SREMSC, 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 forego any reimbursement, which may be due to me for travel to the final interview and/or test.

Signed Date

Print name

Address

City, State, Zip Phone