

River Falls Ambulance Service
Position Description
Assistant Director – Assistant Training Officer

REPORTS TO: Operations Supervisor & Ambulance Director

PURPOSE OF POSITION:

The Assistant Training Officer shall assist the Director, Operations Supervisor, and Vehicle/Equipment Officer of the Ambulance Service with operations of the EMS training division. The position performs a wide variety of EMS activities including functioning as the assistant training officer and acting as an on-duty EMT during staff shortages.

ESSENTIAL FUNCTIONS:

1. Function as *assistant training officer* for the service:
 - a. Assist Operations Supervisor in planning, developing, implementing, and maintaining training programs that meet all current Wisconsin and National Registry continuing education requirements.
 - b. Train, monitor, and evaluate EMT-Basics & First Responders.
 - c. Coordinate training goals and objectives with Ambulance Director, Operations Supervisor and Medical Director.
 - d. Assist Operations Supervisor to plan, organize, coordinate, and schedule in-house and external training activities.
 - e. Ensure that all training sessions are within current medical control guidelines.
 - f. Act as a second liaison with RFAH for training or any other service related issue.
 - g. Ensure that personnel are fully informed and perform in accordance with all service policies, procedures and protocols.
 - h. Assist Operations Supervisor in compiling and charting training hours and data for all members and first responders.
 - i. Assist Operations Supervisor with the River Falls EMS Education Program for the public.
2. Assist the Director with any tasks he/she requests.
3. Have the capacity to get along with all members of River Falls Ambulance Service and First Responders.
4. Have the capacity to diplomatically work with related agencies and members of the public.
5. Serve as a member of the hiring committee to assist in interviewing prospective members.
6. Attend training meetings, plus any additional community or governmental meetings as directed.
7. Assist Director in monitoring events that may precipitate the need for new policies/procedures. Includes collecting information pertinent to the new policies/procedures.
8. Temporarily function as the Ambulance Director in the event the Director, Operations Supervisor, or Vehicle/Equipment Officer are unavailable at the time of their need.

EQUIPMENT USED:

In addition to the equipment used by the EMT, the Assistant Officers use:

- ✓ Glucometer Control Solutions
- ✓ LifePak 12 Defibrillator Simulator/Tester
- ✓ Office Equipment (copy machine, fax, computer, computer network and telephone)

EDUCATION, KNOWLEDGE and SPECIAL REQUIREMENTS:

- ✓ High School Graduate or GED
- ✓ Background in EMS and some Business Administration knowledge.
- ✓ Been an active member of River Falls Ambulance for a minimum of 1 year.
- ✓ Licensed at the service’s current EMT level or higher at the time of appointment.
- ✓ Certified/Certifiable as the following instructors, ACLS, PEPP, PHTLS/BTLS
- ✓ Knowledge of Microsoft computer software. (Word Processors, Spread Sheets, Power Point)
- ✓ Knowledge of OSHA Bloodborne Pathogen Standard (1910).
- ✓ Knowledge of WI Trans 309.
- ✓ Knowledge of Wisconsin State Statutes 146.50 - 146.55
- ✓ Knowledge of River Falls Ambulance standards, rules, regulations and policies.
- ✓ Ability to teach in front of large groups with effective communication, oral and written skills.
- ✓ Ability to establish effective working relationships with employees, other agencies and the general public.
- ✓ Ability to perform duties in stressful and sometimes life-threatening situations.
- ✓ Ability to perform strenuous or peak physical effort during an emergency for prolonged periods of time.

OTHER:

The Assistant Training Officer is selected by the hiring committee of the service the first week of December of even years. Interested members should supply a cover letter to the hiring committee by the first week of November. The position serves a two-year term or until removed by the Director or resigns from the position.

This job description does not constitute an employment agreement between the employer and the employee and is subject to change as the needs of the employer and the requirements of the job change.

Director

Assistant Training Officer

Date

Date