



CAPE FEAR COMMUNITY COLLEGE
invites applications for the position of:

FT EMS Training Assistant

SALARY:	Not Displayed
DIVISION:	Career & Technical Education
DEPARTMENT:	Emergency Management Services
OPENING DATE:	03/02/21
POSITION DESCRIPTION:	

DEFINITION:

The EMS Training Assistant will assist the Coordinator of EMS Training by providing administrative and technical support, as well as, oversight in both the classroom and lab environment to faculty, staff and students of the EMS program.

SUPERVISION RECEIVED AND EXERCISED:

- Receives general supervision from Coordinator, EMS Training
- Exercises no direct supervision but may lead or give work direction to EMS instructional faculty.
- Receives direction from the EMS Program Director with regard to educational compliance.

DUTIES & RESPONSIBILITIES (ESSENTIAL FUNCTIONS):

ESSENTIAL AND OTHER IMPORTANT FUNCTIONS STATEMENTS:

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

- Recommend and assist in the implementation of goals and objectives, establish schedules and methods for providing EMS training programs, implement policies and procedures.
- Negotiate and acquire necessary off-campus training facilities as required for EMS courses.
- Ensure compliance of the College's EMS program with accreditation and state regulations regarding EMS training.
- Monitor and enforce program compliance with laws, rules, and regulations related to safety in EMS classes.
- Maintain records of student attendance and performance; maintain other records and databases according to program needs, accreditation requirements, and North Carolina Office of Medical Services (NC OEMS) requirements.
- Assist in developing class outlines and establish guidelines for various courses; prepare lesson plans and supplemental teaching materials; schedule classroom activities.
- Participate in a variety of student-related administrative activities including reviewing admission requirements, progress and qualifications for course completion.
- Assist, plan, provide training and review the work of faculty responsible for providing administrative support related to EMS courses.
- Assist and participate in the curriculum development; research and develop new courses and areas of study; participate in systematic program evaluation.
- Act as an advisor to students and faculty; participate in student recruitment efforts.

- Remain up-to-date with new developments and changes in the EMS field, especially NC OEMS guidelines
- Assist in inventory of department equipment and supplies as needed
- Perform related duties and responsibilities as required.
- Assist in instruction as classroom needs dictates

Other Important Functions:

- May participate in advisory committee meetings in areas that are related to EMS training.
- Respond to student, faculty, or public inquiries; provide information within the EMS area; resolve complaints in a timely manner.
- Perform other related duties and responsibilities as assigned

QUALIFICATIONS:

Knowledge of:

- Basic operations, services and activities of EMS training program.
- Principles of supervision, training and performance evaluation.
- Modern principles and practices of EMS training program development and implementation.
- Basic procedures, methods and techniques of budget preparation and control.
- Pertinent NCOEMS, State, and local laws, standards and safety regulations.
- Recent developments, current literature and sources of information related to EMS training.
- Marketing theories, principles and practices and their application to a wide variety of EMS training services.
- Modern office equipment including computers.
- Principles of lead supervision and training.
- Methods and techniques of classroom and practical instruction related to the EMS training area.
- Operational characteristics of instructional equipment and tools used in the classroom or practical setting.
- Principles and procedures of academic and instructional program development and administration
- Principles and practices of curriculum development and instructional teaching strategies.
- Current trends, research findings and developments in the EMS area

QUALIFICATIONS:

Ability To:

- Supervise, organize, train and evaluate the work of instructional, technical and clerical personnel.
- Assist in implementation EMS training programs.
- Recommend and implement goals, objectives, and practices for providing effective and efficient EMS training programs.
- Understand and interpret State Board of Community College codes, policies and procedures.
- Assist, organize, and review the work of faculty and staff in the EMS area.
- Independently perform classroom and laboratory audits of activities in the EMS area.
- Assist in research and developing new courses and instructional programs for EMS personnel.
- Operate a variety of instructional and office equipment in a safe and effective manner.
- Analyze problems, identify alternative solutions.
- Establish and maintain cooperative working relationships with those contacted in the course of work
- Interpret and apply CFCC goals, objectives, policies, procedures, rules, and regulations
- Maintain effective audio-visual discrimination and perception needed for:
 1. *Making observations*
 2. *Reading and writing*
 3. *Communicating with others*

4. *Operating assigned equipment*
 5. *Handling varied tasks simultaneously*
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following:
 1. *Standing or sitting for extended periods of time*
 2. *Operating assigned equipment*
 3. *Handling varied tasks simultaneously*

Bending, stooping, climbing, or lifting up to 50 pounds

- Maintain mental capacity, which allow the capability of:
 1. *Making sound decisions*
 2. *Responding to questions*
 3. *Demonstrating intellectual capabilities*

EXPERIENCE AND TRAINING GUIDELINES:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

SUPPLEMENTAL INFORMATION:

Minimum Education/Training:

- Associates Degree or higher
- Current NC OEMS Paramedic Certification
- Level 1 EMT Instructor is acceptable on the condition that Level 1 Paramedic Instructor will be obtained within one year of employment.

Minimum Experience:

- Five years' experience in the EMS service field.
- Proficient written, verbal and interpersonal communication skills.

Preferred Education/Training, Experience, Skills:

- Level 1 Paramedic Instructor credential through the NCOEMS preferred
- Two years of work experience with EMS training program instruction or implementation within a community college preferred.

Special Instructions to Applicants:

- This position **REQUIRES UNOFFICIAL TRANSCRIPTS AND/OR TRAINING CERTIFICATIONS** be submitted in addition to the application. Please have these documents ready to upload when applying.
- Successful candidates are required to submit **official transcripts for all degrees obtained, prior to hire date**. If highest level of education is a High School diploma or equivalent, proof of completion is required.
- Successful candidates who have obtained their education outside of the US and its territories must have their academic degree(s) validated, at their own expense, by an outside credential evaluation service as equivalent to the Baccalaureate or Master's degree conferred by a regionally accredited college or university in the United States.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.cfcc.edu>

Position #21-00109
 FT EMS TRAINING ASSISTANT
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