



# Washington County – Johnson City EMS

296 Wesley Street  
Johnson City, TN 37601



Emergency: 911

Office: 423-975-5500

Dispatch: 423-975-5515

## Announcement for the position of Training Division Chief

### ELIGIBILITY REQUIREMENTS:

The applicant must meet the qualifications outlined in section 39.20 of the Employee/Volunteer Handbook, which states: Associate Degree with at least three (3) years’ experience as a State Licensed Paramedic. Must possess a current state licensed paramedic certificate, current state driver’s license (Class D with F endorsement), must obtain a thorough knowledge of EMS policies and regulations. State EMT-Basic Instructor/Coordinator certification preferred and must be obtained within one year of promotion. Equivalent combinations of education and experience may be considered. EMS will first attempt to promote for this position within house staff.

Applicants without an associate’s degree will be considered based on their previous experiences however they must obtain an associate’s degree within two years of appointment.

### PROCESS & DATES:

APPLICATION DATE -

RESUME’S AND ESSAY’S MUST BE SUMMITTED ON OR BEFORE OCTOBER 30, 2021

LOCATION -

RESUME’S AND PAPERWORK SHOULD BE SUBMITTED TO THE ASSISTANT CHIEF. VIA THE EMS WEBSITE EMPLOYMENT SECTION.

[HTTPS://WWW.WCJCEMS.ORG/EMPLOYMENT/](https://www.wcjcems.org/employment/)

INTERVIEW DATE -

NOVEMBER 8 & 9, 2021

LOCATION -

WC-JC EMS BOARD ROOM

### PROMOTIONAL PROCESS:

APPLICATIONS ALONG WITH RESUME AND CANDIDATE ESSAY WILL BE REVIEWED AND RANKED. THE TOP THREE CANDIDATES WILL BE INTERVIEWED BY A PANEL.

### CANDIDATE ESSAY:

THE CANDIDATE ESSAY SHOULD SUMMARIZE THE STRENGTHS AND QUALITIES OF THE CANDIDATE THAT MAKES HIM OR HER QUALIFIED FOR THE POSITION THEY ARE APPLYING FOR. THE CANDIDATE ESSAY SHOULD ALSO INCLUDE YOUR VISION FOR THE TRAINING PROGRAM AND ANY EXPECTATIONS YOU HAVE FOR THE POSITION YOU ARE APPLYING FOR.

## 39.20 Division Chief – Training Coordinator Job Description

**Position: Training Coordinator – Division Chief**

**Date: October 25, 2015**

**Reports to: Assistant Chief**

*(Revised 11/01/2017) (Revised Board Action – May 14, 2019)*

**Hourly Position Starting Annual Wage: \$45,000**

**Analyst: Assistant Chief**

Under the direction of the Assistant Chief serves as the training coordinator for Washington County – Johnson City EMS and is responsible for developing and administering the training program in accordance with State of Tennessee rules and regulations and in conjunction with the directives set forth by the EMS Medical Director. Develops and administers the annual training budget and records and maintains training records on each of the Washington County/Johnson City Emergency Medical Services employees to include ambulance and rescue personnel. Emphasis is placed on providing the highest quality of patient care following the most up to date clinical guidelines for pre-hospital care. The Training Coordinator develops training programs focused on providing accurate and complete documentation to the billing department and to ensure a quality QA program that facilitates a timely and accurate process to ensure the highest level of documentation and patient care are met by field staff.

Note: The job duties illustrated are intended only as examples of the type of work performed by incumbent(s) assigned to the classification. Omission of specific duties does not exclude them from a position if the duties are similar, related, or a logical assignment to the position. The essential job functions for positions are identified and included with the personnel requisitions submitted by the departments/offices.

### **EXAMPLES OF DUTIES:**

- Gain knowledge of ePCR software, PowerPoint, and other technological resources to assist with the training program. Maintain a basic understanding of current Insurance practices and policies.
- Work hand in hand with Sergeants and FTO's to develop comprehensive training and QA programs.
- Maintains extensive knowledge of the EMS Policy and Procedure/Protocol Manual and administrative policy; aggressively reinforces the implementation of these policies.
- Periodic review of electronic PCR's of officers and staff to ensure accuracy for billing and clinical compliance.
- Provide initial training to newly hired individuals to ensure compliance with state and local laws, EMS policies and procedures, and EMS protocols to ensure a competent and well-rounded employee enters the EMS workforce.
- Schedule and coordinate monthly inservices and ensure dissemination of an updated training schedule on a regular basis.
- Responsible for the delivery of didactic material, demonstration of psychomotor skills, verification of skill proficiency, and the recruitment and continued development of staff to meet the needs of WC/JC EMS.
- The Training Coordinator is considered an officer of the corporation with the rank of Lieutenant and responsible for implementation of the corporation's policies and procedures whether on a specific assigned shift or at any time he/she needs to do so.
- Attends leadership meetings either scheduled or called.
- Sit on the Quality Assurance Committee and act as the secretary for that committee. Duties on that committee will include, but are not limited to: coordination of meetings, notifications to its members, formulation of the meeting agenda, meeting minutes and attendance, tracking of documents propagated during that meeting, liaison with the Medical Director and associates, and other duties that may arise from time to time.

### **REQUIREMENTS:**

#### **A. Training and Experience**

Associate Degree with at least three (3) years' experience as a State Licensed Paramedic. Must possess a current state licensed paramedic certificate, current state driver's license (Class D with F endorsement), must obtain a thorough knowledge of EMS policies and regulations. State EMT-Basic Instructor/Coordinator certification preferred and must be obtained within one year of promotion. Equivalent combinations of education and experience may be considered. EMS will first attempt to promote for this position within house staff.

#### **B. Knowledge, Abilities, and Skills**

Comprehensive knowledge is required of modern techniques, methods and practices of all phases of emergency medical services. Extensive knowledge in the use of applicable medical and rescue equipment. History of above average documentation skills required. Previous experience with Quality Assurance preferred. Knowledge of various computer systems to include Microsoft Word and Excel and the ability to generate reports using said systems. Willing to learn to use Crystal Reports to generate needed statistics and other reports as needed.

**PDC LEVEL:**

Sedentary based on occasionally lifting less than 10 lbs

**DESCRIPTION:**

The administration position consists of several different job titles but they have been lumped together due to the physical demands being the same. They consist of sedentary desk positions.

**LANGUAGE SKILLS:**

Ability to read and comprehend instructions, short correspondence and memos, ability to effectively present information in a one-on-one setting to customers and fellow employees.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure using whole numbers.

**REASONING ABILITY:**

The ability to apply common sense, understanding to carry out instructions furnished in a written or oral form, the ability to deal with problems involving several concrete variables in or from standardized situations, and the ability to demonstrate initiative to apply one's self toward accomplishing expected company policies and procedures.

**ATTITUDE:**

Employees will be expected to act in a manner that would convey a congenial work environment—avoiding anger, violence, belligerence, harassment, nonchalance, controversy, or any other “reasonable” activity considered by management to be counterproductive. No adversarial employee or customer relations.

**PHYSICAL DEMANDS:**

The physical demands described herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Essential function: All employees in the administrative position spend the majority of their time sitting at a desk completing computer and office work.

Essential function: Employees lift 5-lb reams of paper and carry for a distance of 57 feet. They report carrying four to five at a time, although this is not required. They could carry one 5-lb ream at a time if they wished.

Essential function: Copier paper reams are stored in a cabinet with stacks 5” to 26” and weigh 5 lbs each. They carry this paper 57 feet from storage area to printer. Most employee state they carry 4-5 at a time but this is not essential; they can carry one ream at a time if needed.

Essential function: Envelope boxes are stored at 20” on a table or in overhead cabinets ranging in height from 67” to 74” and weigh 6.2 lbs each. They are lifted and carried approximately 50 feet.

Essential function: Pushing/pulling filing cabinet drawers require a push/pull force of less than 10 lbs at floor height and chest height.

Essential function: They lift and carry stacks of trip tickets, 12 lbs on average, and carry them a distance of 75 feet. These can be separated to decrease weight to less than 10 lbs.

Tasks: Banker Boxes weigh 31 lbs and these are rarely lifted from floor to knuckle. They are stacked 4 high from floor level to 42”. It is not essential to complete this task for every employee.

**WORK SCHEDULE:**

Typically 8 hours per day (8am-4:30pm)

Lunch: 30 minutes

**ENVIRONMENTAL FACTORS:**

- Temperature controlled indoor environment
- Appropriate office lighting