



SA 1-C EMS Planning Coordinator Job Description

Job Title: SA 1-C EMS Planning Coordinator
Department: Public Health Department
FLSA Designation: Non-Exempt COVID-19 Supplemental Workforce
Reports to: Public Health Director
Effective Date: October 1, 2021
HR Approved: Lisa Seddon September 2021

Purpose

This is a grant-funded position, expected to last until June 30, 2023. During the Project Period, the Contractor shall establish, expand, train, and sustain the public health workforce to support jurisdictional COVID-19 prevention, preparedness, response, and recovery initiatives, including school-based health programs.

Essential Functions and Responsibilities

The following duties are typical for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Work with SA 1-C Preparedness Team members to ensure all EMS agencies have a full understanding of emergency plans and procedures.
- Review Service Program and service Area plans and procedures as appropriate, making recommendations for revisions or updates based on COVID-19 after-action planning.
- Work directly with all service area members including education and exercise coordinators and planners to assure plans are in place or updated to ensure a safe and ongoing response and recovery from COVID-19.
- Will coordinate, collaborate, and take direction from IDPH staff.

Minimum Education and Experience Required

High School Graduation

Prefer licensure and experience in Emergency Medical Services or Nursing

Other Requirements:

- Background check
- Fluent use of Microsoft products, including Word, Excel, Outlook, PPT, and other Windows-based programs as required by the position

Language Ability

Fluent in English

Good communication skills

Must be good to excellent technical writer, capable of writing professional reports with proper grammar in the English language in APA format, using citations

Ability to effectively present information to professionals in a group setting as well as in one-on-one situations.

Mathematical Skills

Must be able to perform simple mathematics, including addition, subtraction, multiplication, division, percentages.

Must understand and stay within program budget

Must be able to work with the fiscal department

Cognitive Demands

Must be able to understand, apply, and explain the requirements of EMS Standards and emergency response procedures. This requires complex thinking, listening and evaluation skills, discernment, and the ability to make the complex practical. Must be able to follow/enforce program protocols.

Physical Demands

Frequently required to sit, stand, walk, drive, get in and out of the vehicle with ease. Occasionally required to sit, bend, stoop, squat. Must repeatedly lift and carry up to 25 pounds short distances, ie: meeting materials. Occasionally must twist waist and neck. Occasionally required to exert hand/wrist motion of simple grasping, firm grasping, and fine manipulating. Requires gross and fine motor dexterity. Must be able to hear and see within normal limits with or without corrective devices. Must be able to use the phone and other communication devices routinely.

Environmental Adaptability

Work is performed in-office or meeting environments. The noise level is quiet to moderate.

I have carefully read and understand the contents of this job description.

I understand the responsibilities, requirements, and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts, or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

Employee Signature

Date

Department Head Signature

Date

Marion County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will consider reasonable accommodations for qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.