

Southern Region Emergency Medical Services Council, Inc.

Application Packet For

REGIONAL TRAINING MANAGER

February 2017

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 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 42nd 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 of 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 7 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 seven full-time and three part-time staff, with one other staff member working full-time 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 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 of the region.

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.

The Region has a public information and education program. This includes publishing *LifeLines*, a newsletter for the providers in the region; developing radio PSAs on safety related projects; providing ad copy for local services to place in their town newspapers, and doing press releases for the major activities of the organization.

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 ***Finance Manager (FM)*** maintains the financial systems, including the computerized accounting system, budgets, contract management and grant reporting. This position supervises the Accounting Assistant.

The ***Accounting Assistant (AccA)*** is a part-time position that serves as the primary support for the Finance Manager and works under their direct supervision.

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 Education Programs Coordinator, the Conference and Testing 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 ***Education Programs Coordinator (EPC)*** is responsible for both in-house and outreach continuing education classes, curriculum development, physician sponsor liaison projects, assists with EMS Symposium planning and development and other education related aspects.

The ***Conference and Testing Coordinator*** handles coordination of Certifying Officers, EMT testing, and conference coordination for the Alaska EMS Symposium. This person has been with Southern Region for 32 years.

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

The ***EMS Resource Coordinator (RC)*** 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 and equipment and supply purchasing, classroom maintenance as well as serving in a busy role as expeditor.

The ***Media Specialist*** fills a half-time position, serves as the media coordinator, maintains the SREMSC website and our social media presence, works on special projects for staff, is the Region's photographer and maintains the photo library. This individual handles the many public information tasks including press releases and news stories, is the editor of *LifeLines*, and provides media attention to Regional and EMS related events.

The ***Administrative Assistant (AA)*** provides administrative support to the Executive Director, staff and Board of Directors, coordinates the Alaska Comfort One program, assists with AR and AP, 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 person also serves as the regional AURORA Coordinator for the State web-based EMS data project. This position works from a home office located on the Kenai Peninsula.

THE POSITION:

SUMMARY OF RESPONSIBILITIES

Under the supervision of the President/Executive Director, the Regional Training Manager is responsible for management of the Training Department, planning and coordination of all training programs related to the organization of emergency medical services in the Southern Region. They will work collaboratively with other agencies and EMS regions in accordance with the mission of the Region to develop and uphold EMS training standards. The primary area of expertise and activity is training EMS providers, both prehospital and hospital, in patient care techniques. The secondary area of expertise is teaching the principles, procedures and policies of the organization, and providing technical assistance with the management of ambulance and first responder services, both volunteer and paid.

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

- Directly supervises the Education Programs Coordinator, the Conference and Testing Coordinator, the AHA Training Center Coordinator and the Resource Coordinator
- Performs the annual evaluations in collaboration with the Executive Director for staff under their direct supervision
- Works collaboratively with the Executive Director, the Education Programs Coordinator, the Section of Rural and Community Health Systems, other EMS regions and agencies on projects and issues of statewide importance
- Advises the Executive Director and the Board of Directors on the direction and scope of the EMS Training Department. In this capacity the Training Manager prepares periodic and special activity reports, prepares the draft goals and objectives for each year, and makes presentations to the Board and other outside organizations on the Southern Region EMS Council (SREMSC) training program
- Manages the day-to-day operation of the SREMSC Training Department staff to assure that the training goals and objectives are being met and remain within the budget. This includes both program and fiscal management responsibilities, including administrative oversight of class reconciliation
- Provides oversight of the Alaska EMT certification process and examination process conducted by the Regional office to insure they are conducted fairly and consistently
- Works with the Conference and Testing Coordinator with the training and retention of Certifying Officers
- Serves as the subject matter training expert for SREMSC and for American Heart Association courses and serves as AHA Training Center Faculty for BLS, ACLS and PALS
- Serves as a liaison to EMS medical directors
- Attends and works with the Training Committee of the SREMSC Board of Directors
- Represents Southern Region EMS Council on the State Training Committee
- Provides technical assistance to EMS organizations within the region and serves as a regional expert for EMS regulations and training questions
- Teaches advanced courses, EMT Instructor classes and other classes as required
- Serves as Certifying Officer at EMT examinations as needed and serve as on-call regional resource
- Organize, oversee, and/or teach monthly Go to Webinar CME presentations
- EMS Symposium

- Works collaboratively on curriculum development and solicitation of speakers
- Sets up registration in the registration event software (currently Cvent)
- Oversees registration process
- Applies for Clinical and Nursing CE's
- Works with Conference and Testing Coordinator on Symposium logistics
- Ensures post conference CME and CEs are distributed
- Works with staff to ensure post conference activities are accomplished
- Performs site visits as approved by the Executive Director
- Administration of the SREMSC Scholarship programs
- Develops and oversees special projects
- May represent SREMSC and/or the State of Alaska at State and National meetings relative to the establishment of EMS training and certification policies and procedures
- Maintains all certifications and licenses required for the position
- Write articles for EMS newsletters
- Other special projects and duties as may be assigned

MINIMUM QUALIFICATIONS AND ABILITIES

- Current license or eligible for licensure as a State of Alaska Mobile Intensive Care paramedic within one year of hire, NREMT-P, or licensed RN, NP, or PA, or eligible for licensure within one year in Alaska
- Minimum three years' experience in the provision of prehospital emergency care
- Minimum two years' experience as an EMT Instructor with demonstrated formal training in the concepts of adult education
- Eligible for certification as an EMT-I, II and III Instructor for the State of Alaska within one year of hire
- Experience developing curricula for initial and continuing education of EMTs and other health care personnel
- Demonstrated capability to manage personnel and budget to include at least one year of management experience
- Experience working with, training and managing volunteer EMTs
- Bachelor's Degree preferred
- Strong customer service orientation
- Effective communication skills, both oral and written
- Computer experience

- Experience with Microsoft Office programs: Word, Excel and Power Point at a minimum
- 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

PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

Full description provided upon request.

COMPENSATION

This is a full time exempt position based on 37.5 hours per week. The starting salary range for this exempt position is \$66,269 – \$71,677 annually plus benefits based on the successful candidate's experience and fit to the unique needs of the Region. 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, dental, vision, life and AD&D insurance for the employee. Dental and vision insurance are also available for dependents. Medical insurance is available for dependents but the employee is responsible for that – SREMSC is unable to cover dependent health care costs. Life insurance is provided for all employees at no cost to the employee. Other benefits apply.

Personal Leave / Paid Time Off accrual is as follows: < 3 years 4.5 per pay period, 117.0 per year; 3-6 years 6.0 per pay period, 156.0 hours per year; and > 6 years 7.5 per pay period, 195.0 per year.

In addition there are 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. Appropriate educational expenses may be reimbursed by the agency.

APPLICANT INSTRUCTIONS

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

- 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.
- 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 10 years.

- A list of **five** references including name, relationship to you, mailing address and telephone number(s). Please note the best time of day to contact each person.
- A signed waiver of liability (enclosed).

Resumes will be accepted and the position will remain open until filled. Interested individuals are encouraged to apply at the earliest possible date.

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

SEND THE COMPLETED PACKET TO:

Mail: Sue Hecks, Executive Director
Southern Region EMS Council, Inc.
6130 Tuttle Place, Suite B
Anchorage AK 99507-7102

Email: shecks@sremsc.org

Fax: (907) 562-9893

Website: www.sremsc.org

Questions regarding the process or position should be directed to Lezelda Fiebig lfiebig@sremsc.org or Sue Hecks shecks@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

Application period: Position will remain open until filled.

(Rev 2/1/2017)

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., for the position of Regional Training Manager.

I authorize Southern Region Emergency Medical Services Council, Inc., 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 Southern Region Emergency Medical Services Council, Inc., 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 Southern Region Emergency Medical Services Council, Inc., 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 Southern Region Emergency Medical Services Council, Inc., may be conducting a criminal background check, and authorize them to conduct that check with my full consent.

I also agree to hold harmless Southern Region Emergency Medical Services Council, Inc., 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 forgo 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