

EMS TECHNICAL ADVISOR

I. Job Summary

This position is primarily responsible for providing expert knowledge and support to the Western Massachusetts Emergency Medical Services Committee, Inc. (WMEMS) aka Region 1 Council. Contributes to planning, document review, regulation and policy guidance, and overall support to certain functions of the Region 1 Council. Position is allowed up to 1,000 work hours annually with no more than 40 work hours in a single week.

II. Job Relationships:

Responsible to: WMEMS Executive Director

Personnel Supervised: All WMEMS subcontractors and vendors

Interrelationships: Works closely with WMEMS staff and Board of Directors, Directors of Massachusetts Regions 2,3,4 & 5 and the Massachusetts Department of Public Health (MDPH), including Office of Emergency Medical Services, (OEMS) and the Office of Preparedness & Emergency Management (OPEM).
Also provides support to and/or collaboration with Region 1 EMS and First Responder agencies, Accredited Training Institutions, Hospitals, individual EMTs, municipalities and the general public.

III Essential Functions:

In accordance with the programmatic directives of the Board of Directors, this position is primarily responsible for providing support and technical expertise regarding emergency medical services and related issues to the individuals, institutions, municipalities, hospitals and agencies that constitute EMS Region I of Massachusetts. Every effort was made to make this job description as complete as possible. However, it in no way states or implies that these are the only duties that will be required to be performed.

Duties and Responsibilities:

1. Acts as a duly authorized representative of WMEMS in all emergency medical services matters.
2. Collaborates with members of the Region 1 Council to further the mission of WMEMS.
3. Facilitates effective interpersonal communications among those associated with WMEMS
4. Ensures adequate records are maintained in current WMEMS systems.

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5. Reviews continuing education and NCCR applications for compliance with state and/or national training standards and makes recommendations for approval/disapproval to the Office of Emergency Medical Services.
6. Provides assistance to local Training Coordinators and/or ambulance services to ensure compliance with training guidelines.
7. Provides a central information point for all providers relative to pre-hospital treatment protocols, EMS regulations, administrative requirements and advisories, certification & recertification requirements, and regional medical services and training committee meetings and initiatives
8. Responds quickly to phone and email inquiries, concerns, and facilitates resolutions when needed.
9. Assists in completion of and provides support towards any scope of work items included in annual DPH and OPEM contracts.
10. Participates in any local, regional or state meetings as directed by the Executive Director.
11. Promotes the mission of WMEMS through participation in community and related association activities.
12. Maintains the confidentiality of all patient, personnel and financial aspects of the office. Actively limits exposure of office materials to liabilities and risks.
13. All responsibilities are essential job functions and the organization reserves the right to modify these duties at any time.

IV Working Conditions

Primarily an inside environment with controlled temperature and occasional travel. On-demand presence at outdoor exercises or real-world events in inclement weather may be necessary.

V Assessment, Knowledge and Skills:

1. Strong verbal, written and interpersonal skills
2. Strong analytical skills
3. Knowledge and/or familiarity with planning and record-keeping.

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4. Ability to apply critical thinking skills
5. Must become familiar with Massachusetts laws and regulations governing Emergency Medical Services
6. Must become familiar with all applicable Local, State and Federal laws regarding Emergency Medical Services
7. Must be familiar with computer operation and maintain competence in appropriate software.
8. Must have or gain familiarity with EMS educational standards for continuing education.
9. Must be a self-starter with the ability to work with minimal supervision.

VI Qualifications

1. Education:
 - a. *Required:* High school diploma or equivalent
 - b. *Preferred:* Associate's, Bachelor's or Master's Degree
2. Experience:
 - a. *Required:* Minimum FIVE YEARS of direct involvement in emergency medical services delivery.
 - b. *Preferred:* Prior experience in EMS leadership, supervisory or management roles
3. Licensure/Certification:
 - a. *Required:* Current Massachusetts **Paramedic** certification
 - b. *Required:* Valid Driver's License and the ability to be licensed in the Commonwealth of Massachusetts
 - c. *Required:* Valid Advanced Cardiac Life Support certification
 - d. *Preferred:* National Registry Paramedic certification

Salary range is \$25/hr - \$35/hr. Expected average weekly hours is 12-16 / week. Some remote work is possible.