

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 all 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) Office of Preparedness & Emergency Management (OPEM) and Administration & Finance (A&F) 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 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 the Regional Medical Director in steering the development of quality improvement programs for ambulance services.
10. Assists the Office of Emergency Medical Services with investigations as requested.
11. Assists in completion of and provides supports towards any scope of work items included in annual DPH and OPEM contracts.
12. Represents the Region 1 Council at any local, regional, state and national meetings relevant to the mission of WMEMS as directed by the Executive Director.
13. Promotes the mission of WMEMS through participation in community and related association activities.
14. Reviews and assesses the impact of all applicable laws, rules and regulations relative to the WMEMS mission.
15. Maintains the confidentiality of all patient, personnel and financial aspects of the office. Actively limits exposure of office materials to liabilities and risks.
16. 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 of planning, record keeping, data processing and budget
4. Ability to apply critical thinking skills
5. Must be thoroughly familiar with Massachusetts laws and regulations governing Emergency Medical Services
6. Must be familiar with all applicable Local, State and Federal laws regarding Emergency Medical Services
7. Must be familiar with unique characteristics of each Region 1 county's EMS service capabilities, mutual aid system and hospital system
8. Must be familiar with computer operation and maintain competence in appropriate software.
9. Must gain 'overview' familiarity with duties and responsibilities of other WMEMS staff to ensure stability in meeting organizational needs.
10. Must have or gain familiarity with EMS educational standards for continuing education.

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 THREE YEARS of documented full-time leadership, supervisory and/or management experience
 - b. *Required:* Minimum FIVE YEARS of direct involvement in emergency medical services delivery, including but not limited to the THREE years referenced above.
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. *Required:* Valid Pediatric Advanced Life Support certification or equivalent
 - e. *Preferred:* National Registry Paramedic certification
4. Substitutions
 - a. An Associate's degree in a relevant or related field may be substituted for one (1) year of the required leadership experience.
 - b. A Bachelor's degree in a related field may be substituted for two (2) years of the required leadership experience.

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- c. A Graduate degree in a related field may be substituted for three (3) years of the required leadership experience.

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