



## EMS Regional field Coordinator

Department: Public Safety / Emergency Management Services

Revised: May 2025

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### DESCRIPTION

Individual is responsible for the development and execution of specific projects as outlined in accordance with the EMS Act 37 for Lycoming, Tioga, and Sullivan Counties. Responsibilities include public information and education, quality assurance, ambulance licensure, voluntary QRS & Rescue recognition, data collection and analysis, research and evaluation, and assistance with emergency services training. Works in conjunction with emergency service agencies and hospitals in the region.

### SPECIFIC DUTIES

- Responsible for citizen awareness programs that will provide for prevention and prompt recognition of medical emergencies, access to the EMS system, and basic emergency medical care techniques prior to the arrival of EMS personnel.
- Works in conjunction with the communications personnel to improve citizen's access to emergency services, emergency services telecommunications training and direct medical intervention, and response to illnesses and/or injury to individuals.
- Conducts a comprehensive review and evaluation of the quality of EMS being offered by all levels of emergency care personnel.
- Responsible for the coordination of the LTS EMS Strike Team, maintaining team member records, credentialing, equipment, training, and serve as a liaison between the PA DOH Bureau of EMS for the distribution of information related to potential deployment or training.
- Serves as staff member to the following committees: Public Information & Education, Advanced Life Support, Continuing Quality Improvement (CQI), Field Response and Transportation, and Rescue Task Force.
- Processes electronic pre-hospital data collection from EMS Services and transmits to DOH monthly.
- Prepares appropriate reports and data analysis as requested/required to the Department of Health.
- Assists with regional training programs for local emergency services, i.e., scheduling, orientation of course coordinators and instructors, and testing.
- Coordinates and conducts ambulance licensure, QRS, and Rescue inspections and processes all necessary paperwork for recognition/licensure.
- Assists in the preparation of the EMS annual work plan and budget.

- Serves on appropriate Pennsylvania Emergency Health Services Council committees as delegated.
- Coordinates the development of a standardized disaster operating system for the EMS region, in conjunction with appropriate committees and agencies.
- Serves as staff of the County Emergency Operations Center for drills, exercises, and disasters.
- Foster relationships with partner organizations for the distribution of information, public education, and prevention activities.
- Other related job functions as required.

## **SUPERVISORY RESPONSIBILITIES**

N/A

## **WORKING CONDITIONS**

Individual will report directly to the EMS Program Manager. Primarily working in an office environment, but required to do on-site inspections of emergency vehicles in the Lycoming, Tioga and Sullivan counties region, as well as coordinating/participating in programs outside office. Required to attend some evening meetings. Due to the nature of service provided by the Department of Public Safety, required to be on-call for emergency incidents in the County.

## **JOB REQUIREMENTS**

- Requirements include a Bachelor's degree in Emergency Medical Services or related field, or three (3) years' experience in Emergency Services.
- Additional compensation will be considered for EMS Council office or Pa DOH Bureau of EMS experience.
- Basic EMT certification and instructor qualification required.
- Excellent verbal and written communications skills.
- Must possess a valid Pennsylvania Driver's License.
- Must submit to and pass a Drug and Alcohol screen per County policy.

## **Company Description**

County of Lycoming is a county in the U.S. Commonwealth of Pennsylvania and comprises the Williamsport Metropolitan Area. Lycoming is Pennsylvania's largest county by area and is a great place to live and work, offering outdoor adventures, history and culture, and sporting events.

Providing quality customer service to our citizens, business owners and visitors is County of Lycoming's top priority and that starts with our employees.

We offer an award-winning comprehensive benefits package, including generous paid holidays and vacation, a deferred benefit retirement plan, deferred compensation retirement plan availability, affordable medical and dental coverage, innovative wellness programs, extensive professional development opportunities, and more.

**County of Lycoming is an Equal Opportunity Employer**