

## Emergency Medical Services (EMS) Instructor

Office of Emergency Management

Hourly Rate: \$33.04 - \$39.17

The Office of Emergency Management's (OEMs) mission is the protection of lives and property through exacting communications to decision-makers, with the total coordination of resources, on-location and on-time, not only during a crisis but daily. OEM uses the "whole community" approach; meaning collaborative preparedness activities among public and private entities which are data-driven, thereby sustaining a local alliance of partners who offer unique contributions to resiliency.

We are seeking a full-time Emergency Medical Services (EMS) Instructor to create, prepare, and deliver educational content to the local EMS system providers. Instructors will also gain a basic knowledge of quality assurance processes and solution implementation. Key essential functions of this position involve protocol development, procedure research, and accurate record tracking. This position also assists with oversight of the American Health Association (AHA) program.

### Position Duties:

1. Develop and review content with medical direction. Deliver content system wide to our EMS partners utilizing various methods. Ensure accurate records are kept after each class.
2. Assist the Education Manager with maintaining instructor records, issuing cards, and answering questions about AHA policies and procedures.
3. Collaborate with medical direction to gain access to academic resources. Follow the Quality Assurance (QA) workflow to identify trends in the EMS system.
4. Participate in situational projects based on the needs of the office
5. Travel (approximately 50% of work time) within the community
6. Perform all other duties as assigned

### Minimum Required Qualifications

- Resident of the United States of America
- Valid driver's license; which must be maintained throughout employment
- Bachelor of Science (BS) or Bachelor of Education degree or higher; Emergency Medical Services major *preferred*
- At least four (4) years of experience working in Paramedicine and/or Emergency Medical Services
- Advanced knowledge of medical equipment including EMS training manikins
- ACLS, BLS, and PALS certifications
- Wisconsin Paramedic license or able to obtain within 3 months of hire is required
- Proficient at utilizing Microsoft Office Suite software, data collection, analysis, and general use of office equipment
- Experience with public speaking and conducting presentations
- Able to lift/carry/push/pull up to 50 pounds on a regular basis
- Able and willing to travel (approximately 50% of work time) within the community

### Additional Preferred Qualification:

- National Paramedic Registry within six (6) months of start date is required
- Wisconsin Paramedic license with Critical Care Endorsement
- ACLS, BLS, and/or PALS Instructor Certification
- Understanding of incident command structure, emergency medical dispatch, and exposure to specialized areas of EMS (critical care, tactical, and community paramedic)

**Knowledge, Skills and Abilities:** Knowledge of basic Emergency Medical terminology; knowledge of common Emergency medical services forms and reports; skilled at analysis/reasoning, communication/interpretation, math/mental computation, reading, sustained mental activity (i.e. auditing, problem solving, composing reports). Ability to maintain

sensitive or confidential information, explain and gather information, answer queries, or aid internal and/or external contacts. Ability to persuade, conform or recommend course of action with internal and/or external contacts. Ability to perform with a high degree of authority in securing understanding and cooperation with internal and/or external contacts. Ability to read, write and comprehend simple instructions, reports, short correspondence and memos, speak effectively before both internal and/or external group.

**THE ORIGINAL APPLICATION** is open to permanent residents of the United States. Appointee must establish residency in the State of Wisconsin within six months of start date and maintain such residency during employment. *An online application must be filed at <https://bit.ly/2BF4pSH> prior to 2/24 at 5:59pm CST.*

APPLICANTS MUST POSSESS MINIMUM QUALIFICATIONS AT TIME OF FILING APPLICATION. *Candidates will be asked to submit a full account of their training and experience and may be asked to take a written or performance test as part of the selection process.*

Milwaukee County provides a competitive benefits package. We are proud to be an EEO/AA employer M/F/D/V. We maintain a drug-free workplace and perform pre-employment substance abuse testing.

PG27N (4800 OEM) M. Otero