

## **EMERGENCY MEDICAL TECHNICIAN INSTRUCTOR/COORDINATOR**

**DEFINITION:** Under general supervision, performs work of considerable difficulty in developing curriculum and providing instruction for Emergency Medical Technicians (EMT) at all levels and ancillary personnel involved in providing urgent medical care and transportation of patients to medical facilities to prevent loss of life or aggravation of illness or injury; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

### **TASKS:**

Plans, coordinates and oversees a variety of emergency medical technician training and education programs and activities; develops and/or revises course curriculum and training materials; prepares and provides instruction; supervises the activities of participants while under instruction; administers tests and provides feedback to participants; participates in research activities related to topics impacting pre-hospital care and education; coordinates and determines training needs in areas of quality assurance measures, special skill needs, advanced level issues, etc.

Provides demonstration of EMT skills as appropriate; performs administrative and reporting functions related to training and educational activities; maintains course and individual summary records, files and data; ensures adherence to established protocols, policies and procedures, rules and regulations; critiques and reviews measures to determine the quality of care provided.

Collaborates with schools and community organizations to encourage public interest in first-aid training; assists groups by presenting instructional training courses; provides data for evaluation of program; develops a system of record keeping and reports in compliance with federal, state and tribal guidelines and regulations; develops cooperative relationships with agencies to whom assistance is provided; may perform duties of an EMT-Intermediate or Paramedic on an on-call basis, as scheduled or as otherwise needed.

### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of the instructional/training techniques and procedures involved in conveying the material necessary to certify Emergency Medical Technicians and ancillary personnel.

Knowledge of development and course presentation.

Knowledge of the principles and practices of emergency medical care.

Knowledge of basic pharmacology and medical terminology.

Skill in performing medical techniques to meet state and Navajo Nation requirements.

Skill in instructing others in emergency medical services.

Skill in establishing and maintaining effective working relationships.

Ability to collaborate with agencies involved in patient care and transportation.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work requires the ability to lift and carry patients and heavy, bulky supplies, materials and equipment over varying terrain. May involve some exposure to hazards or physical risks, which requires following basic safety precautions.

**MINIMUM QUALIFICATIONS:** A high school diploma or GED; and two (2) years experience as an Emergency Medical Technician–Intermediate level or higher including some experience providing training.

THE NAVAJO NATION

Class Code: 2281  
Public Safety Series  
Emergency Rescue Group  
Overtime Code: Non-Exempt  
Pay Grade: 62

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**SPECIAL REQUIREMENTS:** Must possess a current state license as an EMT–Intermediate or EMT–Paramedic; a current Cardiopulmonary Resuscitation (CPR)-Instructor Certificate; an EMT–Instructor/Coordinator Certificate; a current Cardiopulmonary Resuscitation (CPR) Health Care Provider Certificate; a valid state driver’s license; and must pass a physical examination. Within 90 days of employment must obtain a Navajo Nation Vehicle Operator’s Permit. Additional licenses or certificates may be required.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.