



**EMERGENCY HEALTH  
SERVICES FEDERATION**  
YOUR COMMUNITY. OUR COMMITMENT

## **OPERATIONS COORDINATOR**

The Emergency Health Services Federation, Inc., the Regional EMS Council for South Central Pennsylvania, is currently seeking an **Operations Coordinator**. This individual is responsible for EMS agency licensure and the Voluntary Rescue Service Recognition program. This individual maintains a current and comprehensive resource inventory of agency licensure assets across the eight-county region.

This position will require the individual to review and process EMS agency licensure applications, coordinate licensure inspections, and clearly communicate EMS operation changes to the EMS agency leadership.

The individual will be responsible to identify resource gaps within the region. This role will identify strategies for enhanced delivery models for the region and will assist with special projects. This individual will serve as a resource for EMS providers, agencies, hospitals, and other organizations.

This position will assist EMS agencies with completing special event plans. The preferred candidate will have an awareness of emergency preparedness to assist with managing regional preparedness assets and local EMS preparedness education.

The individual will assist the eight county communications centers with identifying needs for Emergency Medical Dispatching classes and coordinate the course schedule.

The required level of certification for this position is at or above the EMT level. This position requires a working knowledge of the minimum state licensure requirements, the ability to analyze the complexities within the EMS operations system, and maintain proficiency within the current Statewide EMS Protocols and Scope of Practice.

The desired candidate must be self-motivated, able to work independently, and possess superior customer service skills. The desired candidate must have the ability to develop and maintain excellent working relationships with EMS agency partners and other stakeholders. The candidate must demonstrate the ability to use various computer software programs and communicate verbally and in writing. The candidate must adapt to a flexible work schedule to include some evenings.

The Emergency Health Services Federation, Inc. is an equal opportunity employer.

Initial review of applications will begin immediately. The position will be available starting July 8, 2019; however, recruitment will close when a sufficient number of qualified applicants are received or all hiring decisions have been made.

If interested in this position, please forward your resume to the attention of Catherine M. Spangler at the address below or you may e-mail to [cspang@ehsf.org](mailto:cspang@ehsf.org):

Emergency Health Services Federation, Inc.  
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