



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

PROGRAM COORDINATOR

The Emergency Health Services Federation, Inc., the Regional EMS Council for South Central Pennsylvania is currently seeking a ***Program Coordinator***. This individual is responsible for the daily activities relating to certification and continuing education.

The individual will be primarily responsible for oversight of the EMS certification psychomotor exam process, to include preparing exam materials, conducting the exams, and providing exam reports. This individual will be responsible for hosting orientation sessions to onboard new evaluation team members. The role will result in evening appointments throughout the month and periodic weekends.

Some additional responsibilities include processing certification class applications, provider certification class applications, continuing education courses and continuing education sponsors.

The successful candidate for this position will possess certification at or above the Emergency Medical Technician level. The position requires a working knowledge of the EMS system, including certification and continuing education requirements. This position also requires a working knowledge of the National Education Standards, the ability to analyze the complexities within the education system, and maintain proficiency within the current Statewide EMS Protocols and Scope of Practice.

The desired candidate must be self-motivated, well-organized, 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 providers, candidates, evaluation team personnel, and education institutes staff. The candidate must demonstrate the ability to use various computer software programs and communicate verbally and in writing.

This position is a full-time salaried position requiring the candidate to adapt to a flexible work schedule to include evenings and occasional weekends.

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

Initial review of applications will begin immediately. The position will remain open until filled; 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.

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