



**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. This position will produce system reports included but not limited to licensure equipment, optional treatment programs, medication usage, and accident reporting.

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

The position will process EMS agency special event plans and manage regional preparedness assets.

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 nights and 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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