



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

EMS Program Manager

The Emergency Health Services Federation, Inc., the Regional EMS Council for South Central Pennsylvania, is currently seeking an **EMS Program Manager**. This individual is responsible for EMS education development and program oversight. The position will manage the activities related to EMS provider, instructor, and leadership growth within the EMS system, specifically through training, education, and community outreach.

The individual will manage and develop the rural EMS education program to impact initial and continuing education of certified providers. This individual will be involved with developing objectives related to EMS certification classes, instructor management, and program growth, as well as participating in the rural education budget management and managing personnel to execute rural education program objectives.

This position will be responsible for the development of continuing education and networking with EMS system partners for advancement of the EMS system and coordinate regional education and outreach. The individual will work with the EHSF Regional Quality Improvement Committee and Operations Department to review the system needs and strategize objective course content needs and participate in changing the EMS system model throughout the region. This individual will also focus on instructor and personnel development, along with projects to embrace community response models to augment the EMS system.

The individual will lead the coordination of activities related to regional education delivery via the mobile simulation unit. This includes managing the marketing of the resources available, partnering with EMS leadership to maintain a deployment schedule, and developing the personnel responsible for delivering simulated education throughout the region.

This position will be responsible for managing the accreditation processes of the educational institutes throughout the EHSF region. This includes, but is not limited to, the processing and inspection of initial and renewal accreditations. This individual will serve as a liaison to the educational institutes and coordinate the EHSF Regional Education Committee.

The required level of certification for this position is at or above the EMT level. ALS level certification, postsecondary education, and experience with project and personnel management are preferred. This position requires the ability to utilize available resources to advance system education, analyze the complexities within the EMS 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 education 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 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 via e-mail: cspang@ehsf.org.