





**JOB DESCRIPTION  
Human Resources Department**

*Rachel  
Bahrman*

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| <b>JOB TITLE:</b> Emergency Medical Services (EMS) Specialist   | <b>FLSA:</b> Non-Exempt <b>GRADE:</b> P-15 |
| <b>LOCATION:</b> <input type="checkbox"/> FBTC Campus<br><input type="checkbox"/> Wharton Campus <input type="checkbox"/> Bay City Campus | <b>NBAPOSN:</b>                            |
|   | <b>EFFECTIVE DATE:</b>                     |
|   | <b>REVISION DATE:</b> October 28, 2024     |
| <b>REPORTS TO:</b> EMS Program Director, Vocational Science Division Chair, Dean of Workforce, and Vice President of Instruction          |  |

**PURPOSE AND SCOPE:**

The Emergency Medical Services (EMS) Specialist will assist the EMS Department with clinical and lab coordination, communication with affiliates, collation of data and completion of reports for external agencies, tracking student progress, and managing daily operations. This position will be required to meet with prospective and current students, program affiliates, and the community to provide general information about the EMS program at various locations across the WCJC service area.

**ESSENTIAL JOB FUNCTIONS:**

1. This position assists the Clinical Coordinator with clinical scheduling, assignments for part-time instructors, general correspondence and meetings with affiliates, management of clinical agreements, and training needs of preceptors,
2. This position assists the Lab Coordinator with purchase orders, inventory of instructional supplies and materials, and scheduling lab instructors.
3. This position works with the Program Director to facilitate graduate and employer surveys, compile and maintain program data, and complete reports and other documents for the national registry and other external accrediting/licensing agencies.
4. This position assists the Program Director in developing and maintaining a student tracking system related to requirements of state agencies, accrediting bodies, national registries, and other governing organizations. These systems include but are not limited to Platinum Planner, MyClinicalExchange, and Castle Branch,
5. This position performs routine office administrative assistant duties including answering the telephone, maintaining the department calendar, creating department-related documents, developing spreadsheets, ordering textbooks and instructional materials as needed, attending

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Initials

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department meetings, creating meeting minutes, monitoring faculty timesheets, managing student attendance rosters, and maintaining confidential support in all aspects of the program,

6. This position serves as a contact for prospective and current students, provides assistant with program applications, and communicates general program information as needed.
7. This position assumes other duties as assigned.

**KNOWLEDGE, SKILLS, EXPERIENCE:**

This position requires a minimum of an Associate’s Degree or 60 college credit hours and two years of full-time work experience. A current EMT certification is preferred. Exceptional customer service skills and interpersonal skills are required. The person in this position must be proficient in the use of computers and related software for word processing, spreadsheets, and database management. Excellent written and communications skills are required. This position requires the ability to handle multiple tasks concurrently and with frequent interruptions. Strong organizational skills, initiative towards completion of assignments, and excellent follow through skills on all assignments and projects are required. The person in this position must have the ability to handle confidential information and the ability to work with minimal supervision. A criminal background check is required.

**SUPERVISION OF OTHERS:**

The EMS Specialist does not have any supervisory responsibilities.

**SUPERVISION AND DIRECTION RECEIVED:**

The EMS Specialist is primarily responsible and accountable to the Program Director of Emergency Medical Services for fulfilling the objectives, standards, and duties listed in this document. Guidance for the performance of duties outlined in this job description comes from the policies and regulations of the college and any other applicable federal, state, and local statutes, ordinances, codes, rules, regulations, or directives.

**EQUIPMENT USED:**

This position uses a personal computer workstation and other general office equipment.

**CONTACTS:**

*External* contacts of this position are with the general public, local and state agencies, community organizations and industry leaders.

*Internal* contacts of this position are with other members of the EMS Department, various WCJC Departments, students, faculty, staff, and administration.

**COMPLEXITY/EFFORT:**

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This position requires the ability to work independently under pressure handling multiple tasks simultaneously. The person in this position must be able to make decisions requiring independent judgment, maintain confidential information, interpret and apply administrative and departmental policies, regulations, and rules, understand and follow complex oral and written instructions, compose correspondence independently and handle emergency situations as they arise in the office. This position requires sufficient manual dexterity to prepare letters, reports, graphics, and other data on the computer.

This position requires the person to be a team player and establish professional working relationships with College employees and the general public. A high degree of judgment, tact, and discretion must be demonstrated at all times. The person in this position must have a demonstrated commitment to the mission of a comprehensive community college and be able to function effectively to achieve the College's goals.

**WORKING CONDITIONS:**

Work of this position is performed primarily in a climate-controlled office environment. Exposure to natural atmospheric conditions such as dirt and dust, etc. is limited. There is minimal exposure to safety hazards. Frequent interaction with students and the general public is required. Travel and use of a personal vehicle is required.

**LAST MODIFIED:** October 28, 2024

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Employee's Signature

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Date

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Supervisor's Signature

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Date

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