



MADISON FIRE DEPARTMENT

Emergency Services National Academy

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Madison Fire Department Emergency Services National Academy (ESNA) Job Description for

STUDENT PLACEMENT COORDINATOR/ OFFICE ASSISTANT

GENERAL PURPOSE

The ESNA Student Placement Coordinator is a part-time position located in Rexburg, Idaho. The Student Placement Coordinator is to ensure that all paramedic, EMT and fire students are scheduled for clinical and field experience shifts, including capstone internship shifts. The coordinator is responsible for working with EMS Agencies and Hospitals and Physicians to secure affiliation agreements with ESNA.

SCOPE

The Student Placement Coordinator is responsible for the organization, administration, continuous review, planning, development, and overall effectiveness for clinical and field experiences. The Student Placement Coordinator is expected to perform all related duties in a timely manner and in accordance with the mission, policies, and procedures of the ESNA and in accordance with any and all accrediting bodies. Under the supervision of the program director, the Clinical coordinator will educate and train students to gain skills, knowledge and behaviors and support successful entry into the workplace.

SUPERVISION RECEIVED

The Student Placement Coordinator will report directly to the ESNA Program Director and receive directions and instructions from the ESNA Program Director, Coordinator of Education Program and operations, and the Student Success Coordinator.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- ✓ Oversee the collection, maintenance, and reporting of all documentation required by the clinical and field sites, including, but not limited to immunization records, criminal background screenings, drug screenings, federal exclusion lists, BLS/ACLS/PALS/PHTLS certification, HIPAA training and compliance, and Standard Precaution training and compliance
- ✓ Developing appropriate student clinical schedules
- ✓ Maintaining the currency of clinical and field affiliate agreements/contracts
- ✓ Resolving any conflicts in the clinical and field environment and communicating conflicts and resolutions to the Program Director in an ongoing and timely manner

- ✓ Oversee ESNA fire classes
- ✓ Other duties assigned by ESNA program director

PERIPHERAL DUTIES

- ✓ When qualified, perform duties of subordinate personnel as needed
- ✓ Attend conferences and meetings as approved to keep abreast of current trends in the field
- ✓ Serve as a member of various department committees
- ✓ Represent the department in a variety of local, county, state, and other meetings as assigned
- ✓ Adequately perform all other duties assigned in appropriate association to this job
- ✓ Assist in other department administrative activities as assigned
- ✓ Participate in meetings, workshops and seminars for conveying and/or gathering information required to perform functions
- ✓ Research a variety of information (such as courses, materials, EMS agencies, hospitals, etc.)
- ✓ Perform all other assignments given

MINIMUM QUALIFICATIONS

Education and Experience:

- ✓ High School diploma or GED equivalent
- ✓ Excellent interpersonal communication skills
- ✓ Some knowledge of EMS

Necessary Knowledge, Skills and Abilities:

- ✓ *Thorough knowledge of:*
 - Performing difficult, complex and detailed planning, reporting and communicating with multiple hospitals and EMS agencies
 - Working under pressure to meet deadlines
 - Analyzing situations accurately and take appropriate action; identify problems and recommend solutions
 - Possessing motivational skills pertinent to the Clinical Coordinator
 - Executing principles of supervision and management
- ✓ *Ability to:*
 - Effectively supervise others
 - Plan, organize and direct the implementation of overall objectives
 - Analyze situations quickly and correctly and make decisions regarding the best methods of managing them
 - Follow detailed verbal or written work instructions
 - Communicate effectively in verbal and written forms
 - Use job-related software applications
 - Maintain effective working relationships with fellow employees, hospital and EMS agencies administration, and the public

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

- ✓ Ability to communicate clearly both orally and in writing; ability to interact effectively with diverse student populations and a wide variety of co-workers, and the general public
- ✓ Ability to exchange ideas, information, and opinions effectively with others to formulate procedures and/or arrive jointly at decisions, conclusions, or solutions
- ✓ Apply principles of logical thinking to define problems, collect data, establish facts, and draw valid conclusion

SPECIAL REQUIREMENTS

- ✓ Maintain a valid Idaho Driver's License
- ✓ No felony convictions or disqualifying criminal histories within the past seven years
- ✓ Must be able to read, write and speak the English language
- ✓ Must meet insurability requirements of department insurance carrier

TOOLS AND EQUIPMENT USED

Computers, telephones, printers, fax machines, scanners, calculators, cameras, vehicles, and other equipment as needed.

Work is performed primarily in the office during the day. The noise level in the work environment is usually quiet in office settings and moderate during daily work routine.

The duties listed above are intended only as illustrations or the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

All department employees work in a drug and tobacco-free environment.