



**EmergencyCare's mission is to save lives and positively impact health, well-being and safety in the communities we serve.**

**EmergencyCare is hiring a Part-Time AEMT Site Monitor/Secondary Lab Instructor**

Northwest Rural EMS Training program is being conducted by *EmergencyCare*, on behalf of the Substance Abuse and Mental Services Administration (SAMHSA). The purpose of this program is to recruit and train Emergency Medical Services Personnel in rural areas of Northwestern PA (Erie, Crawford, Warren, Forest, McKean and Venango Counties).

This program includes instruction and support of National Registry Preparation Courses to include AEMT courses offered in person and through distance learning.

The successful applicant will support the Project Manager with the oversight of the Rural EMS Training Grant and objectives at the assigned distance learning site for AEMT classes. These responsibilities include but are not limited to providing on-site class monitoring while instruction is occurring; leading the instruction of clinical labs for initial EMS provider certification programs; performing all administrative tracking of students including scheduling students for clinical rotations and monitoring their progress; ensuring appropriate inventory and functionality of instructional materials and equipment for the assigned programs; maintaining grant standards and ensuring metrics are measured and meet requirements.

Work hours include a rotating schedule of days, evenings and Saturdays. This position is grant-funded and will be reviewed yearly to determine funding availability.

**Minimum requirements:**

- Must have two years of EMS field experience, part of which should be in EMS education.
- Current certification from PADOHBEMS as an AEMT or higher.
- Demonstrated excellent organizational and student management skills along with excellent verbal and written communication skills.
- Must have demonstrated ability to work both independently and in a team environment
- Must have working knowledge of Microsoft Office application to include Word, Excel, Access, PowerPoint.
- Must have a valid Driver's License-requires travel to Warren and/or Crawford County and additional travel within *EmergencyCare's* footprint as needed.

**Preferred Requirements:**

- Be certified as a PADOHBEMS EMS Instructor.
- Possess an Associate Degree or higher from an accredited academic institution.
- Be a Nationally Registered Paramedic.

Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status.