

EMS INSTRUCTION ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is specialized work which involves a responsibility for assisting the Emergency Medical Services Instructor in providing training in emergency medical services courses. The work is performed under the supervision of a higher-level Emergency Medical Services staff member. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists the EMS Laboratory Instructor or EMS Instruction Supervisor in conducting training classes in emergency medical services basic and refresher courses, certified first responder, cardio-pulmonary resuscitation and first aid courses;
Participates in the demonstration of practical EMS skills during course instruction;
Reports any problems experienced by students in the learning materials presented in the class or in the practical skills exercises to the EMS Instruction Supervisor;
Distributes handouts, first aid supplies, etc., and other supplies as required;
Assists in cleaning the instruction area and securing any instructional equipment used;
Examines equipment and determines if repairs are needed;
Notifies instructor of needed repairs and completes required paperwork.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the principles and practices of emergency medical services basic and refresher training; working knowledge of the techniques in the use of training equipment; ability to understand and carry out routine oral and written directions; ability to communicate effectively with others; ability to establish and maintain cooperative relations with others.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma.

SPECIAL REQUIREMENTS:

1. Must have a membership or employment with an EMS or health care agency (e.g. hospital providing EMS certification) and a letter of recommendation from an EMS Instruction Supervisor or EMS Instructor, and
2. New York State Department of Health Emergency Medical Technician certification, and
3. Current Cardio-Pulmonary Resuscitation Card.