



JOHN ELIAS BALDACCI
GOVERNOR

STATE OF MAINE
DEPARTMENT OF PUBLIC SAFETY
MAINE EMERGENCY MEDICAL SERVICES
152 STATE HOUSE STATION
AUGUSTA, MAINE
04333-0152



ANNE H. JORDAN
COMMISSIONER

JAY BRADSHAW
DIRECTOR

March 4, 2010

Maine EMS is continuing our search for an EMS Training & Education Coordinator and we are hoping you will help us with that quest.

This is a full time position at the Maine EMS office in Augusta that works on matters relating to EMS education, such as training standards and continuing education for EMS instructors and providers. Among other tasks, the person in this position monitors and provides updates on emerging educational trends, and evaluates the impact of treatment/protocol changes on training and educational programs.

The ideal candidate would be someone with experience as an advanced life support provider (paramedic preferred) and as an EMS educator. Experience with project management and committee work is a plus.

Attached is the formal posting notice with information on salary, benefits, minimum qualifications, and application process.

Please notice that this is a Direct Hire application with a deadline of March 26, 2010.

The application form may be downloaded from the Maine.gov website:

http://www.maine.gov/bhr/state_jobs/how_to/direct.htm

For questions about the application process or benefits, please refer to the contact information on the attached posting. For questions about the position itself that are not related to the application process, please feel free to contact me at the number below, or via e-mail at jay.bradshaw@maine.gov.

Thank you,

A handwritten signature in cursive script that reads 'Jay Bradshaw'.

Jay Bradshaw, Director

DEPARTMENT OF PUBLIC SAFETY
VACANCY ANNOUNCEMENT
PUBLIC HEALTH EDUCATOR III (4374)

PAY RANGE: (23) \$1379.20-1439.20-1504.80-1576.80-1649.60-1725.60-1794.40-1866.40 (Bi-Weekly)

BARGAINING UNIT: B – Professional/Technical

BENEFITS: Value of State's Share of: \$339.45 biweekly
Retirement Contributions: 19.96% of pay

LOCATION OF POSITION: EMERGENCY MEDICAL SERVICES – AUGUSTA

DESCRIPTION: This position is the Maine EMS Training and Education Coordinator, responsible for planning and coordinating statewide emergency medical services (EMS) educational programs for the Bureau of Emergency Medical Services. Duties include planning, developing, organizing, conducting and evaluating EMS training and continuing educational programs. This position is also responsible for keeping core and continuing education concurrent with national and state trends as directed. . Work is done and performed under limited supervision

KNOWLEDGES, SKILLS AND ABILITIES REQUIRED:

- Knowledge of the methods and techniques of disseminating EMS education information
- Knowledge of modern educational theory, principles and techniques
- Knowledge of EMS education principles and practices
- Ability to plan, organize and conduct training programs
- Ability to identify training needs of a progressive EMS system and developing and distributing pertinent educational materials to EMS providers and instructors throughout the state
- Ability to communicate effectively orally and in writing
- Ability to compose articles, presentations and other media on EMS topics
- Ability to establish and maintain effective working relationships

MINIMUM QUALIFICATIONS: *(Entry level knowledge, skills, and/or abilities may be acquired through, BUT ARE NOT LIMITED TO the following coursework/training and/or experience).*

A Bachelor's Degree in Emergency Medical Services, Emergency Management, Public Health, or a related field, and two (2) years experience in emergency medical services, community or health education program planning, development, implementation, and evaluation. Directly related work experience

may be substituted for education on a year for year basis. Previous EMS training/education preferred.

LICENSING, CERTIFICATION/REGISTRATION REQUIREMENT:

Current license, or licensable within 60 days of hire, at the Maine EMT-Intermediate or Paramedical level. Valid Class C Maine Driver's license.

APPLICATION PROCESS: To apply for the position, complete a Direct Hire Application and submit with resume, current EMT/Paramedic License no later than Friday, March 26, 2010 to.

Mary Jayne W. Monroe
(207)-623-6736
Employment & Security Service Center
108 State House Station
Augusta, ME 04333-0108

This vacancy is posted as required by the Seniority Articles of the MSEA Labor Contract