

## **EMS/Dispatch Educator**

**Chicago, Illinois**

**Public Safety Solutions Inc.**  
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Salary:

\$55,000 - \$65,000

Application Deadline: **NA**

Position is located on the Northwest side of Chicago

Employee only Medical/Dental/401k program

### **ESSENTIAL FUNCTIONS:**

- Develops, implements, and monitors initial and refresher Emergency Medical Dispatch training courses, AED/CPR classes, First-Aid, Police/Fire dispatch and other dispatch related courses as required
- Develops lesson plans, training objectives, and lesson outlines, written and practical examinations;
- Evaluates the knowledge and skills of students by administering written and practical examinations;
- Writes training materials;
- Sit along side of 9-1-1 dispatch employees answering emergency medical service calls in order to evaluate skills;
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Manage personnel and multiple projects simultaneously
- Create training based on needs assessment of dispatch

### **Required Knowledge, Skills and Abilities:**

#### **Knowledge of:**

- Emergency Medical Dispatch
- Chicago Police and Fire dispatch
- Treatment of patients.
- Educational program and test development.
- American Heart Association Training methods and techniques.

- Automated External Defibrillators and Public Access Defibrillation Program Management
- Management experience is required

**Ability to:**

- Instruct others in a classroom setting.
- Use visual aids in making training presentations.
- Comprehend and make inferences from written materials.
- Communicate orally with customers, clients or the public in face-to-face one-on-one settings, in group settings and using a telephone.
- Work cooperatively with City employees, hospital liaisons, and the public.
- Produce written documents with clearly organized thoughts using proper English sentence construction, punctuation, and grammar.
- Bend or stoop repeatedly or continually over time to demonstrate emergency medical procedures.
- Enter data or information into a terminal, PC, or other keyboard device to keep training records.
- Proficiency in MS Word, MS Excel and Outlook
- Interpret and EKG's

**Additional Requirements:**

- Incumbents must be licensed as an EMT-P or EMT-B and EMD. EMS Lead Instructor a definite plus
- Must be certified by the American Heart Association as a Basic Life Support Instructor. Training Center Faculty preferred.
- Must have own vehicle with a good driving record.
- Must have the ability to work a flexible schedule and be available for on-call duty responsibility every other week and be available on weekends when required.

Other combinations of experience and education that meet the minimum requirements may be substituted.