

Education & Compliance Officer

Application Package

This package includes the Education & Compliance Officer job description and a JCESA employment application.

Please note the required and preferred qualifications listed in the job description and ensure documentation of any of those qualifications you possess is included with your application submission. For certifications, include copies of the certificates. For education and experience, be sure to include relevant qualifications in your resume or application.

Applications for this position must be received by May 23, 2017. Applications received after this date will not be considered.

Applications for this position may be delivered in one of the following ways:

By e-mail to Capt. Burner at:
bburner@jcesa.org

By mail or in person to:
JCESA
Attn: Bob Burner
419 Sixteenth Ave
Ranson, WV 25438

Interviews are tentatively planned for May 24 through June 2. The start date for this position is July 2.



Job Description: Education & Compliance Officer

Approval:

Date:

Summary

The Education and Compliance Officer manages the Agency's training, quality assurance, and HIPAA compliance programs. While on-duty, this position will also serve as a back-up paramedic during times of high volume when resources become depleted.

Supervision Received and Exercised

This position is ranked as a Lieutenant and is supervised by and receives direction from the Captain. This position operates with minimal direct supervision and, therefore, must be able to work independently, make critical decisions, and manage his/her time effectively.

This position does not supervise others.

Pre-Requisite Qualifications

To be eligible for initial or continued appointment to the position of Lieutenant one must:

- Meet all qualification requirements for the position of Paramedic in accordance with JCESA Administrative Policy #1850 (Paramedic Job Description);
- Be certified as a WVOEMS Lead Instructor or Master Instructor at the ALS level;
- Have at least one year of experience coordinating and/or instructing EMS continuing education courses;
- Possess current certification as a CPR (BLS) instructor by a WVOEMS approved institution
- Understand the purpose and process of Quality Assurance reviews and interpretation of aggregate data for Quality Improvement;
- Have a strong understanding of HIPAA and the laws, rules, and best practices relevant to pre-hospital care; and
- Possess strong office technology skills, including the use of Microsoft Office, copy machines, and proprietary databases and applications.

Desired Qualifications

Although not required for appointment, as of the effective date of this policy, the following qualifications are desirable in candidates seeking appointment to the position of Education & Compliance Lieutenant.

- Instructor, coordinator, or faculty status in one or more of the following disciplines: ACLS, AMLS, GEMS, PEPP, PHTLS, and/or TECC
- Two or more years actively coordinating an EMS training program
- Two or more years conducting QA or coordinating a QA program



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- One year or more using TargetSolutions as a supplemental training delivery and certification tracking platform
- Experience implementing and/or maintaining a HIPAA compliance program
- College coursework (please include number of credits earned and/or degrees awarded)
- Authorized Fire Service Instructor through RESA or WVU FSE.

Candidates possessing any of these should **submit documentation** when submitting a written letter of interest (internal candidates) or resume and application (external candidates) during a vacancy announcement period for this position.

Responsibilities

The responsibilities of the Lieutenant include:

- All responsibilities of a paramedic as outlined in JCESA Administrative Policy #1850 (Paramedic Job Description), when functioning as a primary attendant or aide in patient care.
- Training Program
 - Schedule courses based on recertification requirements, provider needs, and issues identified through QA
 - Coordinate all elements of the scheduled course to include; instructor, venue, equipment, supplies, institution approval, credentialing documents, and post-course documentation.
 - Coordinate and conduct skills evaluation sessions
 - Deliver additional training through TargetSolutions
 - Assist employees and volunteers with recertification applications
 - Maintain records in WVOEMS CIS, internal databases, and hardcopy as appropriate
 - Serve as POC and liaison to WVOEMS Education Division
 - Serve as TC Coordinator for ASHI
- Quality Assurance Program
 - In accordance with the Quality Management Program, review PCRs flagged by volunteer QA officers, randomly review PCRs that have not been flagged, address deficiencies with providers and/or volunteer and/or JCESA officers
 - Receive and investigate inquiries from medical command
 - Identify and present cases for review at monthly EMS Chiefs meeting
 - Serve as liaison to Trauma Coordinators at JMC and BMC



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- HIPAA Compliance Program
- Other duties as assigned

Additional Position Attributes:

- **Status:** Non-Exempt
- **Compensation:** If hired from within, the Lieutenant will receive a 5% increase to their base hourly rate as a Paramedic upon appointment. In the event that the Lieutenant returns to the position of Paramedic, whether voluntarily or involuntarily, this increase will be reversed on the effective date of the position change. If an external applicant is hired into this position compensation will be Grade IV and between step A-E, at the discretion of the Director, based on experience and qualifications.
- **Location and Hours of Work:** This position will be primarily based at Station 11. Generally, the hours and days will be Monday through Thursday from 0800-1800. Hours may be adjusted on Monday and Thursday to accommodate hours spent in the classroom during other times. Such adjustments must be coordinated with the Captain at least two weeks in advance. This position is expected to work 40 hours per week, on average, but no less than 72 and no more than 96 hours per pay period. Overtime (Hours worked in excess of 96 in a pay period) requires approval in advance by the Captain.



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

EMPLOYMENT APPLICATION

EMPLOYMENT HISTORY

Starting with your present or last employer, please account for your work experience. Please attach any supplemental information you think might be useful. However, be sure you fill out the application fully. **RESUMES MAY BE ATTACHED BUT WILL NOT BE ACCEPTABLE AS A SUBSTITUTE FOR COMPLETING THIS SECTION.**

Employer Name & Address			Employer Phone Number
Type of Business	Name and Title of Supervisor	Your Job Title or Occupation	Salary (Beginning / Ending)
Employment Dates: From To _____/_____/_____ Month/Year Month/Year	Employment Status: <input type="checkbox"/> Paid Employment: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time Number of Hours per Week: <input type="checkbox"/> Volunteer: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time Number of Hours per Week:		
Did You Supervise Employees? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date You Began Supervising	List Titles & Number of Employees You Supervised	
Detailed Description of Duties and Responsibilities			
Reason for Leaving			

Employer Name & Address			Employer Phone Number
Type of Business	Name and Title of Supervisor	Your Job Title or Occupation	Salary (Beginning / Ending)
Employment Dates: From To _____/_____/_____ Month/Year Month/Year	Employment Status: <input type="checkbox"/> Paid Employment: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time Number of Hours per Week: <input type="checkbox"/> Volunteer: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time Number of Hours per Week:		
Did You Supervise Employees? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date You Began Supervising	List Titles & Number of Employees You Supervised	
Detailed Description of Duties and Responsibilities			
Reason for Leaving			

Attach additional sheets as necessary



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EMPLOYMENT APPLICATION

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Did You Supervise Employees? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date You Began Supervising	List Titles & Number of Employees You Supervised	
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Employment Dates: From To _____/____/____ ____/____/____ Month/Year Month/Year	Employment Status: <input type="checkbox"/> Paid Employment: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time Number of Hours per Week: <input type="checkbox"/> Volunteer: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time Number of Hours per Week:		
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EMPLOYMENT APPLICATION

EDUCATION

Did you receive a high school diploma or high school equivalency diploma (GED)? YES NO

Highest Grade Completed _____ Name of High School/City/State _____

College Name & Address	Field(s) of Study Major / Minor	Credit Hours Semester / Quarter	Dates of Attendance MM/YY – MM/YY	Type of Degree

Business, Vocational & Technical Schools & Additional Training	Course of Study	Number of Weeks Attended	Dates of Attendance MM/YY – MM/YY	Number of Hours per Day

MILITARY SERVICE

Were you in the U.S. Armed Forces? _____ If so, what branch? _____

Date of Entry (or Entries) _____

Date of Last Separation _____

Rate or Rank at Discharge _____ Service Number _____

List duties of your military service, including special training: _____

Have you taken any training under the G.I. Bill of Rights? If yes, what training did you take? _____



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY
EMPLOYMENT APPLICATION

PERSONAL REFERENCES (Do not list former employers or relatives)

Name	1.	2.
Address		
Occupation		
Telephone Number		

What other statements would you care to make regarding your qualifications for the position you seek, or other training experiences, or abilities you have that you feel would contribute to your working expertise? **Please list any additional information that you feel may be helpful to us in considering your application.**

STATEMENT OF APPLICANT

I hereby affirm that this application contains no willful misrepresentations or falsifications and that information given by me is true and complete to the best of my knowledge and belief. I am aware that should investigation at anytime disclose any such misrepresentation or falsifications, I shall be subject to dismissal.

I hereby authorize Jefferson County to make an investigation of my past employment and all of the facts stated on this application for employment. I release from all liability or responsibility all persons, places of business, schools, and municipalities supplying such information.

Signature of Applicant

Date



**JEFFERSON COUNTY EMERGENCY SERVICES AGENCY
EMPLOYMENT APPLICATION**

Supplemental Questionnaire

Date of Application: _____

Position Applied For: _____

Name: _____
Last
First
Middle

Indicate languages you speak, read and/or write:

	FLUENT	GOOD	FAIR
Speak			
Read			
Write			

VOLUNTEER EXPERIENCE

Job related community or volunteer experience (if applicable). Do not list any political affiliations.

Dates _____ Organization _____

Special Responsibilities _____

Dates _____ Organization _____

Special Responsibilities _____



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY
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CONVICTIONS

Have you ever been convicted of a felony or misdemeanor or been on parole or probation?

Yes No If yes, please explain fully. Attach a separate sheet of paper if this space is not adequate. List all convictions after your 18th birthday. (A "yes" answer is not an automatic bar to employment. Each case is considered individually.)

If you need additional space please continue on page 3 of Supplement or additional sheets as needed...

SPECIAL SKILLS and QUALIFICATIONS

Summarize special skills and qualifications acquired from employment or other experience:

Describe Specialized Training, Apprenticeship, Skills, and Extra-Curricular Activities:



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY
EMPLOYMENT APPLICATION

Affirmative Action Data Form

PLEASE NOTE: Completion of this form is on a voluntary basis. A decision not to complete this form will not subject you to any adverse treatment.

Jefferson County Emergency Services Agency is striving to ensure equal employment opportunity in its hiring practices. We are asking you to voluntarily help us monitor the effectiveness of our program by answering the questions below.

The information requested below is used solely in connection with affirmative action efforts. All information is requested on a voluntary basis and will be used only in accordance with applicable state, local, and federal laws, including the Americans with Disabilities Act. This form will be filed separately from your application and will be kept confidential. The information provided will not be used to discriminate against you in any way.

Position Title _____ Male Female

Name (last, first, middle) _____

Date of Application _____ Date of Birth _____

Ethnic Origin (see note below):

- White Black Hispanic
- Asian or Pacific Islander American Indian or Alaskan Native

Note: Ethnic origin is defined by the Federal Employment Opportunity Commission as follows:

White – (not of Hispanic origin) - Persons having origins in any of the original peoples of Europe, North Africa, or the Middle East (includes all countries within the Arabian Peninsula; excluding countries within the Indian Subcontinent).

Black – (not of Hispanic origin) - Persons having origins in any of the Black racial groups of Africa.

Hispanic – Persons having origins in the original peoples of Spain and persons of Mexican, Puerto Rican, Cuban, and Central or South American, or other Spanish culture or origin, *regardless of race*.

Asian or Pacific Islander – Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands.

American Indian or Alaskan Native – Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Veteran: Yes No

If yes, check here ____ if you are a Vietnam Era Veteran (served on active duty for more than 180 days, any part of which occurred between August 5, 1964 and May 7, 1975, and were discharged with other than a dishonorable discharge).