



Danville Area Training Center

Our mission is to provide superior training to our members and members of other agencies throughout the community, while providing opportunity for personal growth, career development and advancement for those who work in the EMS field.

Job Description

Position Title	DATC Assistant Director
Job Description	<p>The Assistant Director leads the Danville Area Training Center (DATC) responder training efforts and is responsible for developing and implementing the organization's EMS employee training requirements, programs, and career development needs.</p> <p>The assistant director helps develop curriculums, engages instructors for specific trainings, organizes classes, publicizes training programs, and trains all EMS employees of the Danville Area Training Center, Danville Life Saving Crew, its partners, and other related health entities.</p> <p>The assistant director develops, promotes, and delivers educational programming that promotes the professional growth of area health responders.</p>

Responsibilities

Performance Expectations / Requirements	<p>Training</p> <ul style="list-style-type: none"> • Maintain EMS members' training records. • Deliver training options for all EMS employees in alignment with the VAOEMS requirements and DLSC standards as defined in the personnel handbook. • Recruit and train new trainers, assign training topics, and evaluate performance. • Research, develop, coordinate, and promote training programs that fit the DATC mission. • Serves with lead instructor, ensuring proper teaching coverage is met. Including teaching classes as needed, i.e., EMT, EMR, CPR, refresher classes. • Maintain all EMS members' CBS skills and verify all are current. • Work with the Human Resources Manager to enter all new employees into the appropriate administration and training system including but not limited to ESO and the learning management system. • Work with the Human Resources Manager to ensure all EMS members remain current with certifications and requirements. • Evaluate each training program, compile results, recommend improvements, and implement identified program revisions.
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	<ul style="list-style-type: none"> • Provide remediation training to EMS members as needed. • Assess health skills training needs of the partnering organizations and the community. • Serve as a member of the Membership Training Committee. • Serve as a member of the QA Committee. • Train or facilitate training of EMS personnel on new equipment, procedures, and apparatus as the item or process is placed in service. <p>Staff Oversight</p> <ul style="list-style-type: none"> • Evaluates staff (volunteer/paid) competency-based skills and critical thinking skills and makes recommendations regarding results to include improvement needed, satisfactory and/or termination recommended. • Actively involved in the hiring process and makes recommendations to HR regarding such. • Works with HR with Performance Reviews and makes recommendations regarding such as stated above. • Spends at least 51% of their time managing and evaluating staff (paid/volunteer). <p>Certification Management</p> <ul style="list-style-type: none"> • Monitor and update provider's continuing education requirements based on the Virginia OEMS guidelines. • Verify certifications and accurate entry into the EMS Manager system and ESO ensuring no lapse in member's certification. • Ensure member records are updated for QA/QI and auditing purposes. • Establish and maintain a training reference library. <p>Community Engagement</p> <ul style="list-style-type: none"> • With the DATC Director, plan, coordinate, and deliver community-based demonstrations related to first responder functions. • Schedule all approve ride-along requests including but not limited to student, applicant, preceptor, FTO, and others. <p>DATC Philosophy</p> <ul style="list-style-type: none"> • Support the philosophies and decisions of the DATC and DLSC officers and Board members. • Other duties and objectives assigned by the DATC Director.
<p>Required Education & Training</p>	<ul style="list-style-type: none"> • Three years of formal training or education in Emergency Management, Public Safety, or Business Administration or related specialty beyond the high school level. • Credentials in BLS/CPR. • Minimum training as a Virginia Intermediate level certification. • Minimum three years of involvement in EMS and/or fire services. • Minimum two years of experience as active lead instructor in the VAVRS/VDFP/VFIS discipline. • Certified as an Education Coordinator with the Virginia OEMS or must obtain the EC within 12 months. • Certified in NIMS 100, 200, 700, 800. • Available to work flexible schedules including nights and weekends. • Knowledgeable about learning management systems, instructional design, and e-learning platforms appropriate for adult learners.

	<ul style="list-style-type: none"> Efficient computer skills, presentation software, computer equipment.
Preferred Education & Training	<ul style="list-style-type: none"> Bachelor of Science degree in Emergency Management, Public Safety, Business Administration, or a related field. At least five years of experience in EMS / Fire Service. Paramedic level certification. Certified in NIMS 300 & 400. Certified in MCIM 1 & 2.
Personal Attributes	<p>Preferred qualities are ethical behavior, empathy, critical thinking, even-temperament, honesty, reliability, punctual, dependable, and ability to work well with others.</p> <p>Other skills include, effective communication, leadership, problem solving, and ability and willingness to follow procedures and policies.</p>
Physical Requirements	<ul style="list-style-type: none"> Frequent reaching, sitting, standing, walking, talking, seeing, hearing, smelling, and manual dexterity. Occasional lifting and carrying of over 100 pounds. Ability to lift patients and other equipment from awkward places, positions, and heights. Work is typically performed in both standard office and outdoor environments. Work is occasionally performed near moving mechanical parts. Occasional exposure to risk of electrical shock, vibration, fumes, airborne particles, and infectious diseases.
Hours of Service	<ul style="list-style-type: none"> 40-hour work week with hours varying within the 24-hour shift day based on training needs. This position is considered exempt and is not eligible for overtime.
Compensation & Benefits	<ul style="list-style-type: none"> Salaried position ranging between \$58,000 and \$67,000 based on experience and education. Health insurance: Coverage is available to each DATC employee, with the DATC paying \$400 per month and the employee covering the remaining costs. 401K Retirement Plan is available to all employees with the employer matching up to 3 percent per pay period. Vacation and Paid Time off /Holiday/Sick/personal days are provided as defined by the Employee Handbook.
Company Vehicle	<p>Access to a DATC vehicle will be available as needed. DATC full and part-time employees may reserve a vehicle through the DATC vehicle reservation system. If this position is involved in Special Operations, a vehicle is provided.</p>
Supervisor	DATC Director

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass background/criminal history check.
- Must pass motor vehicle records check.

Revised June 2022
Approved by the DATC Board of Directors