



San Juan County Public Hospital District No. 1

Job Title:	Director of Outreach / Prevention Officer	Job Category:	Exempt At Will
Department	EMS Administration	Hire Date:	June 1, 2007
Location:	Friday Harbor, WA	Travel Required:	Local: Regular Regional: Occasional National: Seldom
Pay Range:	45,000-60,000	Scale:	Salaried
Reporting: EMS Administrator			
Job Description			
<p>DESCRIPTION: The Director of Outreach / Prevention Officer will be responsible for developing, instructing, and offering effective external educational courses, assisting with internal education requirements (i.e. CPR/AED/blood borne pathogens, etc) developing necessary instructors, and providing community outreach and prevention programs and services to our EMS District residents and visitors. The Director will oversee and keep the agency in compliance with American Heart Association Community Training Center requirements and will act as the registrar and administrative coordinator for the San Juan School of Wilderness EMS. The position will also include grant writing as a means for funding where possible.</p> <p>DUTIES: The Director of Outreach, is a non-clinical employee of San Juan Island Emergency Medical Services (a.k.a. EMS), and shall perform such services as directed in the manner and to the extent permitted by the laws of the State of Washington and in accordance with the policies of the District as established by the Board of Commissioners and District guidelines and directives.</p>			



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Typical tasks shall include, but are not limited to, the following:

1. Prepare, offer, conduct, and coordinate CPR, AED, and First Aid courses on a regular basis to meet the internal needs of the EMS and external needs of the community as strategized.
2. Work to establish coordination between other employees, officers, and volunteers of the District to facilitate effective and fiscally responsible educational programs and services.
3. Establish and enforce a manual of operating procedures within his/her area of responsibility.
4. Act as a liaison to other public safety agencies in the area of prevention and outreach.
5. Maintain physical health as to be able to perform a daily physically demanding job including lifting, carrying, typing, ordering, and maintaining all requirements of the job with appropriate accommodations as needed.
6. Cataloging, organizing, sorting, storing, and administrating the physical education spaces of the District to increase efficiency, decrease waste, and enhance safety.
7. Identify, research, and write effective local, regional, state and national grants for the effective outreach efforts of the district.
8. Assist the Preparedness Officer with external disaster preparedness and system readiness on an educational level, working in conjunction with other officers to accomplish strategic readiness goals.
9. Maintain, account, order, stock, replenish and quality assure adequate and appropriate educational materials, equipment and supplies for educational use.
10. Express a willingness to support District goals and promote them to District residents.
11. Maintain and enhance positive professional relationships in the community and within the agency that further these goals.
12. Prepare and maintain all appropriate records that may be required by law, applicable agencies, or by direction of the Administration.
13. Maintains flexibility in scheduling and meeting needs of the District with a positive



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attitude and team focus.

14. Makes demonstrable progress on the strategic 5 Year Goals set forth by the Administration.
15. Projects monthly cash flow needs within his/her areas of responsibility and keeps within budgetary guidelines.
16. Serves as an ambassador of EMS to internal and external customers.
17. Other duties as assigned by the Administration.

MIN REQUIREMENTS: High School graduate, experienced with EMS and/or public safety, eligible for work in the US, experienced and certified as an instructor/instructor trainer in AHA basic life support and first aid courses, State of WA Blood Borne Pathogens, AHA CPR/AED and other such training courses and programs that have prevention or first responder benefit to our community. Physically able to lift 35 pounds regularly and up to 50 pounds occasionally, stoop, kneel, and be on his/her feet for 8+ hours a day when necessary. Not addicted to drugs or alcohol. Ability to utilize the computer, email and the web effectively. A positive attitude and willingness to work in a team environment.