

VERMONT TECH

June 22, 2016

POSITION ANNOUNCEMENT

- Position:** Clinical Coordinator/ Paramedicine
Part-time, Exempt, Temporary
- Location:** Online
- Compensation:** \$ 6,000.00
- Responsibilities:** Support the Paramedic Education Program Director and the Paramedic Education Medical Director(s) in duties related to the Paramedic program clinical requirements.
- Organize and schedule the various paramedicine clinical sites and develop the rotation schedule during the year.
 - Monitor student progress and work with clinical sites to ensure their staff requirements are achieved satisfactorily while students acquire clinical education and skills.
 - Responsible for clinical competency, scheduling and monitoring of Paramedic Training Program.
 - Responsible for preceptor orientation, communication and evaluation.
 - Prepare and maintain various records, reports and files.
 - Responsible for each student becoming qualified and prepared to participate in the clinical environment.
 - Responsible for assuring attainment of clinical skills for students.
 - Responsible for QI/QA of student clinical reports.
- Qualifications:** Associates degree in related discipline preferred with Vermont Paramedic License or Vermont Registered Nurse License with EMS experience required.
- Good oral and written skills.
 - Excellent verbal, interpersonal and written communications skills essential.
 - Ability to engage and motivate others toward common goals.
 - Ability to train employees; organizational, prioritization and scheduling work assignments skills critical.
 - Ability to foster a cooperative work environment.
 - Ability to work independently and coordinate multiple, simultaneous projects and tasks.
All required immunizations must be up to date.
 - Valid Vermont driver's license.
- Starting Date:** August 16, 2016 – August 15, 2017

Application Deadline: Applications will be reviewed until the position is filled. However, applications received after the first screening will be considered at the discretion of the College. **Incomplete application materials will not be considered.**

To Apply: Submit a **mandatory** completed Vermont Tech employment application, resume and cover letter to jobs@vtc.edu Employment application is available on the Vermont Tech website at: www.vtc.edu/employment.

A Fingerprint-Supported Criminal Background Check is required for this position. Continued employment is contingent upon the results of this check.

Vermont Tech strongly encourages applications from members of ethnic minority groups and other under-represented backgrounds. Vermont Tech is an Equal Opportunity Employer and a member of the Vermont State Colleges system. In compliance with ADA requirements, we will make reasonable accommodations for the known disability of an otherwise qualified applicant.