



EMS Program Associate
Division of Emergency Preparedness and Response
Office of Emergency Medical Services/Trauma

Job Description:

The Georgia Department of Community Health, Division of Emergency Preparedness is seeking qualified candidates for our EMS Program Associate position within the Office of Emergency Medical Services/Trauma.

The candidate will maintain professional knowledge of current trends, developments, and guideline changes in the field of child occupant safety by participating and becoming nationally certified as a Child Passenger Safety Technician and review related literature, and other print and media resources. The candidate will also attend and participate in related seminars, conferences, and trainings.

Under minimal supervision, the position will complete tasks and assignments associated with administrative support functions for the EMS Program Director and the EMS Training Specialist (i.e. licensure, purchasing, records management, inventory, or similar functions). This person will review forms received, proofreads, processes information, enters on databases and generates reports for data as requested. This person will communicate with callers to answer questions, disseminate or explain information, take orders and address complaints. This person computes, records and proof reads data and other information and conducts research to produce reports.

Qualifications

High school diploma or GED and two years of related experience OR One year at the lower level or at an equivalent position OR Two years of college or Associate degree.

Preferred Qualifications

Computer skills in Microsoft Excel, Access and Internet Explorer
Ability to maintain routine clerical records
Ability to maintain and update filing, inventory and mailing system
Ability to operate office machines including copier and document scanner

Benefits

In addition to a competitive starting salary of **(\$22,077 - \$38,661/yr)**, we offer a generous benefits package that: includes employee retirement plan, deferred compensation, 12 paid holidays, vacation & sick leave, dental, vision, long term care, and life insurance. Note: Current state employees are subject to a statewide salary plan administration practices. This position is a pay grade 10 on the statewide salary plan.

Area Information

This position is located in metro [Rome](#).

Rome is located between Atlanta and Chattanooga, Tennessee on Georgia Highway 27 with easy access to Interstate 75. Rome is surrounded by mountains and is located at the intersection of two rivers. It has two major hospitals and three colleges.

Applying for this job

Please email your cover letter and resume in **Microsoft Word** format to: willis@dhrrjobs.com

To ensure proper routing/handling of your credentials, **copy/paste** or **type** the following as your email subject:
EMS 00014685

Candidates for this position may be subject to employment drug testing and criminal background check.

This position is subject to closing at anytime once a satisfactory applicant pool has been identified by the hiring authority.