



**Position: Education & Training Manager**

**Reports to: Director of Education & QI**

**Direct reports: Field Training Officers for related activities**

**FLSA Classification: Exempt**

**Position Overview:** The Education & Training Manager is responsible for the coordination and implementation of both internal and external education programs related to patient safety and medical care. This manager is responsible for developing training plans in response to medical oversight requests and Quality Improvement results; and for evaluating all aspects of the operation for possible improvement and advancements that can be accomplished through training initiatives. He/she will also participate, in conjunction with the Director of Flight Operations and Safety Committee Chairperson, in the development of training plans related to overall company safety. This individual is responsible for participating on the Safety Committee, the CQI Committee and maintains active status as a provider as a Registered Nurse and/or Paramedic.

**Position Prerequisites:**

- Provider status as/for: NYS Certified Paramedic or NYS Licensed RN, BLS – CPR, ACLS, PALS and ITLS
- Instructor status for CPR, ACLS, PALS, ITLS
- Minimum of 2 years program and instructor coordination experience for CPR, ACLS, PALS, ITLS course
- Five years pre-hospital experience
- Three years of EMS educational experience
- Management experience in an EMS operation preferred
- Bachelor's degree (health related field preferred) or equivalent training / experience

Interested applicants should send a letter of intent and resume to:

**James R. Wallace, Sr.**  
Director of Human Services  
Mercy Flight, Inc.  
100 Amherst Villa Road  
Buffalo, NY 14225