



**Human Services Program Coordinator
Program Administration Specialist II (# EM024)**

Richmond, VA

Virginia Department of Health, Office of Emergency Medical Services seeks a skilled person to serve as the statewide coordinator for Emergency Medical Services for Children (*EMS for Children*) Program.

Responsibilities:

This position is to ensure state-of-the-art emergency medical care for the ill or injured child and adolescent; to ensure that pediatric services are well integrated into an emergency medical services (EMS) system backed by optimal resources; and to ensure that the entire spectrum of pediatric emergency services - including primary prevention of illness and injury, acute care, and rehabilitation - is provided to children and adolescents.

Skills/Experience:

The ideal applicant will have considerable knowledge with the principles of pediatric care; policy, planning, development, implementation and, program evaluation skills, the ability to organize and manage a program and, research and analysis principles. Knowledge of hospital and/or prehospital emergency care, medical terminology, analysis of data and research project participation preferred. Experience with Microsoft Office Products and excellent oral and written report writing skills required. Must possess a current driver's license.

Education:

Graduation from an accredited college or university with a degree in public health, or equivalent combination of work and experience.

Salary:

Starting pay range \$39,384 to negotiable.

How to Apply:

A pre-appointment criminal record check and a background investigation are required. Apply on line at: www.jobs.virginia.gov and complete a state application not later than April 24, 2007.

An EQUAL OPPORTUNITY EMPLOYER.