



JOB DESCRIPTION

ANNEX (B)

Job Title: BLS Instructor

Department: Medical Department / Training

Reports To: Program/Project Manager

Prepared Date: 5/2/2020

Salary Range: Percentages will be given according to the projects.

ESSENTIAL JOB DUTIES/SCOPE OF WORK:

Essential Duties and Responsibilities include the following. Other duties may be assigned.

The objectives of this adult basic life support instructor course are to empower the trainer to deliver comprehensive courses to their staff. Instructors will be able to: Provide the learners with a clear understanding of the legislation regarding basic life support & cardiopulmonary resuscitation.

RESPONSIBILITIES:

- Teach CPR classes, airway management including the use of AED device
- Perform duties of instructor trainer as required by DAMA training Center.
- Communicate and implement changes in CPR training standards
- Assist Program manager with budgeting and purchasing of CPR related equipment and supplies
- Assist program manager with analyzing data to determine need for an additional instructor.
- Assist Program manager in recruiting, interviewing and hiring of BLS instructors.
- Maintain a system for obtaining BLS cards, documenting and reporting education.
- Maintain and manage BLS equipment and supplies
- Assist with quality improvement work related to training program
- Complete training reporting as requested by Program manager
- Other duties as assigned, understanding this role will evolve over time.
- Works autonomously in this position and is solely responsible for the program under the direction of the Program manager
- Develop and review policies related to BLS



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PERSONAL QUALIFICATIONS:

- Ability to think systemically and understand the implications of policies and practices
- Ability to organize schedules and program elements
- Effective oral and written communication
- Ability to provide excellent customer service to students
- Ability to work independently and prioritize workload to complete projects
- Must be energetic, forward-thinking with a positive and professional image
- Proficient in word, excel and outlook
- Must be willing to travel for classes
- CPR Instructor and Instructor Trainer status must be maintained to meet the position requirements
- Testing students and providing remediation

DISCLAIMER STATEMENT

As an employee in the above referenced position, I have read, understand, and agree to abide by the job description stated within.

Employee Signature

Date