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Office of Traffic Safety

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Position Announcement: Child Passenger Safety Coordinator

The Nevada Office of Traffic Safety/Department of Public Safety is seeking to hire a Child Passenger Safety Coordinator, flexible schedule up to 32 hours per week, located either in the Carson City or Las Vegas office. The mission of the Office of Traffic Safety (OTS) is to eliminate traffic fatalities on Nevada roads and we work closely with State and local partners to accomplish this goal.

The Child Passenger Safety Coordinator (CPS Coordinator) will work with community partners, state and local government, healthcare providers, law enforcement, and school personnel to coordinate, provide technical assistance and training, and facilitate child safety seat education, outreach, and use statewide. The CPS coordinator will assist the Occupant Protection Program Manager with specific projects and attend the quarterly Occupant Protection Task Force Meeting in addition to other committees and working groups. The CPS Coordinator will act as the primary resource for the state's car seat fitting stations and events, CPS community programs, and car safety seat technicians and trainers. The CPS Coordinator will evaluate the Family Vehicle Safety Program (FVSP) to determine effectiveness, availability and utilization for Nevada child passenger safety law violators as well as determine what changes need to be made to ensure the program is effective.

Major Duties

- Oversee, coordinate and promote all child passenger safety (CPS) training courses and related activities.
 - Facilitate four NHP Car Seat Misuse training courses per year. This includes coordinating with NHP and securing an instructor.
 - Facilitate six CPS Technician training courses per year (locations to be determined by participant demand). This includes planning and teaching each course as the lead instructor and organizing the associated car seat checkpoint following each course.
- Maintain the CPS training trailer and the inventory of car seats and other supplies for training purposes. Arrange for new training seats as needed to meet training needs. Transport the CPS training trailer to trainings and other related activities.

- Work collaboratively with stakeholders to implement a statewide standardized child safety seat checklist to guide inspections, provide consistent customer service, provide data and monitor trends.
- Coordinate one CPS workshop during the Traffic Safety Summit to keep technicians and instructors updated and encourage technicians to network and share information.
- Maintain Nevada's Child Passenger Safety (CPS) Technician database within SafeKids Worldwide and provide reminders to technicians who are approaching their expiration date. Develop effective ways to distribute educational information and CEU opportunities to support technicians with their re-certification.
- Attend applicable meetings and trainings recommended by the Occupant Protection Program Manager. Attends state and national conferences as recommended.

This position will be hired through a staffing agency, salary range is \$21.00 - \$25.00 per hour depending on experience, no benefits. The position is required to attain and keep Child Passenger Safety Technician certification and Child Passenger Safety Instructor certification, training will be provided and paid for by the agency. Successful completion of a background check is required, as is maintenance of a class C driver's license.

Please contact Amanda Brandenburg at abrandenburg@dps.state.nv.us with your letter of interest and resume. Position recruitment will close when filled.