



Belleville Area EMS

Job Description

Job Title: Career AEMT
Supervisor: Chief of the Department
FLSA Status: Non Exempt
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Job Description:

An AEMT at Belleville EMS is responsible for responding to calls for service within the EMS district, and surrounding communities, as requested, without controllable delay. Providing high quality care and demonstrating professional rapport with patients, co-workers and the public is essential. Additional duties include, but are not limited to continuous education, precepting and mentoring of EMS students, and public relations events.

Key Responsibilities:

- Respond to emergency calls and provide efficient and immediate care to the critically ill and injured
- Assess the patient's condition and determine the appropriate course of treatment
- Administer advanced life support interventions and medications
- Communicate effectively with medical professionals and emergency response teams
- Document patient information, treatment provided, and incident details accurately
- Ensure the cleanliness and readiness of medical equipment and vehicles
- Performs continuous quality improvement/assurance for EMS calls

Other Job Functions:

- Assist the EMS Chief in special projects that will enhance the operation of the department



- Assist in providing CPR, Advanced Skills, and other training to members as requested by the Fire/EMS Chief
- Maintain a positive social media presence for Belleville EMS
- Attend EMS training sessions as scheduled
- Participate in public relations and educational programs as needed
- Serve on department committees as requested

Required Qualifications:

- Valid State of WI AEMT License
- Current certification on Basic Life Support for Health Care Providers (CPR)

Preferred Qualifications, skills and training:

- One year experience as an AEMT, Paramedic preferred
- Completion of a formal course in Emergency Vehicle Operation (EVO) or equivalent
- Working knowledge of computers and Windows with ability to use specialized EMS computer applications
- Skilled at developing effective working relationships with all departments and employees
- Ability to use good judgment and to operate equipment and emergency vehicles in high stress and adverse conditions
- Must be proficient in oral and written communication, including electronic documentation of patient assessment and care
- Ability to organize and prioritize work on a daily basis
- Ability to interview patients and bystanders, and to document all relevant information according to departmental policy
- Ability to meet Dane County's driver's insurability requirements



Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk; use hands to handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, bend, twist, or crawl; talk or hear and taste or smell. The employee must frequently lift and/or move up to 100 pounds, and occasionally lift and/or move more than 250 pounds with assistance.

The employee must be able to work in extreme temperatures and weather conditions; work all hours of the day or night, with the potential for minimal sleep. They may work around potential hazards such as loud noise, fast-moving vehicles, combative patients, and unsafe scenes. They may be exposed to blood and other infectious disease vectors as well as experience significant, wide-range of highly emotional and traumatic events.

Residency:

No residency requirements are established for employment.