

# Belleville Area EMS

## Job Description - Advanced Emergency Medical Technician

### **Reporting Relationships:**

**Reports to:** EMS Chief

**Salary status:** Hourly, non-exempt

### **Position Summary:**

Under general direction of the EMS Chief this position will perform individually and/or as a member of a team and will participate in activities consistent with EMS Department operations including, but not limited to: providing 911 ambulance response and transport, public education, documentation and record keeping. As an EMT, this position must be able to function as a work unit leader or individual member of a team or company of emergency services first responders during an assigned work shift, or during a dispatched or pre-planned event per department's chain of command. When filling the role of the lead worker, the individual is expected to provide leadership, training, and direction to subordinate personnel and oversee the emergency and non-emergency activities of their designated team or company both in and out of the EMS station. The position is responsible for maintaining safe and effective working relationships within the department and inform a supervisor or manager of situations requiring their involvement. The EMT will attend training sessions offered by the department and/or medical affiliation in order to continuously update their knowledge and skills in emergency medical care. The EMT must exercise considerable judgement and discretion in carrying out his or her delegated responsibilities.

### **Minimum Requirements and Qualifications:**

1. High school diploma or equivalent
2. Licensure by the state of Wisconsin at the Advanced EMT level
3. Complete NIMS/ICS training levels ICS-700, ICS-100, and ICS-200 within 6 months of hire
4. Valid Wisconsin driver's license
5. Must maintain EVOC certification and be insurable by the provider
6. At least 1 year of ambulance- or hospital-based patient care experience is strongly preferred

### **Duties and Responsibilities:**

1. Act in accordance with current agency/organization Standard Operating Guidelines (SOGs), Standard Operating Policies (SOPs), Administrative Orders, and physician-approved medical protocols.
2. Understand the concept of and be committed to Belleville Area EMS mission by demonstrating behaviors consistent with Belleville Area EMS mission statement, vision statement and core values.
3. Prepare reports and ensure proper documentation of incidents.
4. Assist/Coordinate with daily duties such as; vehicle and equipment checklists, station chores, supplies, washing of vehicles, or other duties as assigned.
5. Maintain compliance with local, state and national training requirements
6. Monitors stocking of medical supplies and other equipment, follows department procedure for ensuring supplies are stocked to appropriate levels.
7. Coordinate/report vehicle maintenance needs.
8. Fill short notice shifts in schedule.
9. Meet department expectations for participation in and/or leadership of department training activities, public education, and other events.
10. Participate in organizational committees.
11. Maintain confidentiality in all aspects of the job.
12. Perform other duties as assigned.

### **Special Knowledge, Skills and Abilities:**

1. Demonstrated initiative, critical thinking and problem solving skills
2. Excellent written and oral communication skills
3. Ability to work independently using time management skills
4. Competency with Microsoft Office, Windows, ImageTrend Elite, and other web based software applications
5. Ability to communicate in a professional manner regardless of the situation or conditions
6. Ability to take on/manage multiple projects with broad direction
7. Excellent customer service skills

### **Physical and Working Conditions:**

1. Ability to lift/carry and ambulate with the agency/organization's current medical equipment, bags, and supplies in an approved/recommended fashion.
2. Ability to operate patient movement equipment (eg, cot/stretchers, stair chair, longboard/backboard, scoop stretcher, etc.) in an acceptable single-person or multiple-person scenario, according to manufacturer recommendations.

3. Must be able to frequently lift and/or move 25 pounds without assistance and occasionally lift and/or move up to 100 pounds with the assistance of an additional crew member.
4. Must be able to safely and efficiently complete physical activity commonly encountered as an EMT, including entering and exiting the ambulance, lifting/carrying equipment and patients over uneven terrain and up and down stairs, and performing continuous chest compressions according to agency standards. A physical agility test may be required.
5. Cannot have active/current medical/physical conditions, directed/outlined by a physician that may hinder your performance, judgment, or physical abilities while providing an emergency response, direct patient care, or operation of motor vehicles.
6. May be subject to functioning and making decisions in high-stress situations involving potentially life-threatening conditions related to your patient(s).
7. May be subject to operate in situations/environments involving biohazard fluids/substances, sick/ill/injured individuals, and/or otherwise hazardous environments requiring additional personal protective equipment (PPE) or body substance isolation (BSI).
8. May be subject to functioning in inclement/excessive weather conditions.
9. May be subject to deprived sleeping conditions if working/staffing overnight shifts.
10. May be subject to working in smaller or cramped spaces, including (but not limited to) inside vehicles, small rooms, ambulances, or other semi-confined spaces.

### **Wages and Work Hours**

Wage depends on experience and qualifications. As paid-on-premise employees, EMTs will be scheduled to accommodate department staffing needs. Employees may be asked to work weekday, weekend and overnight shifts, and may be asked to work on short notice. Employees are not guaranteed a minimum number of hours nor a regular schedule.

### **Residency:**

No residency requirements are established for employment.