

## **Emergency Medical Services – Emergency Medical Provider / Part-time**

*This job description is intended to present a descriptive list of the range of duties performed by employee(s) in this municipality and is not intended to reflect all duties performed within the job.*

**SUPERVISOR:** EMS Director

**SUPERVISE:** N/A

### **SUMMARY DESCRIPTION**

Responsible for providing a minimum of Basic Life Support emergency care for the City of Ashland. Leads and coordinates staff providing emergency medical treatment to those in need of medical care, with the goal of satisfactorily treating the presenting conditions, or arranging for timely transport to the next point of definitive care.

### **EXAMPLES OF WORK PERFORMED**

**ESSENTIAL FUNCTIONS:** *The following examples of work are illustrative only and are not intended to be all inclusive.*

Ensures proper patient care guidelines are met for each run and necessary documentation is completed as required by the State of Nebraska and criteria is met for appropriate billing levels.

Checks and maintains supplies for the mechanical maintenance of Squad and Rescue vehicles including all emergency medical equipment and devices as well as necessary cleaning of vehicles and equipment; complete required monthly, semi-annual and annual testing of equipment as required.

Checks and maintains medical supplies inventory, including in all Squad and Rescue vehicles as well as necessary inventory levels at the station.

Maintains competence in all aspects of licensure held

Collaborates with interested parties (police, fire, and other healthcare staff)

Keeps abreast with new treatment and medical procedures through continuous training

Ensures compliance with all applicable laws and regulations.

Responds to 911 Rescue calls, 911 Fire calls, and inter-facility transports that request non-emergency transport service as required.

Identifies, monitors and evaluates indicators that reflect the important aspects of care and/or service.

May act as EMS Incident Commander on EMS related events.

Performs other duties as may be assigned.

### **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Basic medical care methods, procedures and techniques, performance based operations, training and reporting, policies and procedures employed by the Ashland Emergency Medical Services Department.
- Federal, state and local laws pertaining to the duties performed in the area of emergency medical services.
- Knowledge of medical procedures, terminology and medications.
- Knowledge of medical equipment and devices
- Rules and regulations pertaining to the laws of emergency medical services.
- Ability to use independent judgment in the performance of duties.
- The geography of the city and county.
- Input and retrieval functions utilizing a variety of computer programs pertaining to the duties performed.

**Ability to:**

- Utilize sound independent judgement in stressful and emergency situations; analyze situations quickly and objectively and to adopt quick, effective reasonable courses of action with due regards to the surrounding hazards and circumstances.
- Make complex, difficult decisions and to develop plans for the safe and efficient operation of an emergency medical service.
- Have integrity and compassionate understanding for patient's needs.
- Develop and maintain accurate records, articulate findings in reports and train others in completing accurate reports.
- Bend or stoop repeatedly or continually over time to demonstrate and perform emergency medical procedures.
- Perform work requiring considerable physical exertion under challenging conditions.
- Bend and lift individuals from a variety of situations and physical positions.
- Ability to interact with and positively motivate volunteers.
- Maintain the confidentiality of all communications, documents and correspondence.
- Deal with the general public in a courteous and tactful manner.
- Plan and organize a personal work schedule, set priorities and meet deadlines.
- Understand and follow both oral and written instructions.
- Communicate effectively, verbally and in writing, in English.
- Establish and maintain effective working relationships with the general public, other employees, and municipal officials.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein 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 job functions.*

**Environment:** Required to work in all climatic conditions including indoors or outdoors, extreme heat, cold, rain, snow, and ice during routine or emergency circumstances. May work in precarious places and be exposed to bodily fluids and airborne particles. Work hours may occasionally be

required in times of darkness. Work requires extensive interaction with the general public and may be stressful when dealing with emergency medical situations.

**Physical:** Requires the physical skills necessary to provide emergency medical services in a wide variety of environmental conditions and sometimes in uncomfortable physical positions. While performing the duties, the incumbent is required to perform a considerable amount of physical activity including bending, lifting, kneeling, crouching, reaching stooping and climbing. Must be able to talk, hear, use hands to finger, handle, feel or operate objects, tools, equipment or controls and must have the ability to transport themselves and others to facilities for care. Hand-eye coordination is necessary to operate various medical equipment and vehicles. Must be able to lift objects and individuals from various height levels. Must be able to lift and transport medical patients unable to walk on their own.

## **EDUCATION AND EXPERIENCE**

*Any combination of education and experience that would likely provide the required knowledge and ability is qualifying. A typical way to obtain the knowledge and abilities would be:*

### **Education/Training:**

Minimum of graduation from high school or GED equivalent. Must have a minimum of two (2) years of experience in the EMS field. Demonstrated ability to manage complex tasks and multiple projects simultaneously, and to work well with the public, co-workers, and superiors.

### **Certifications/licenses:**

Successful applicant/incumbent must maintain a valid Nebraska Motor Vehicle Operators License without restrictions.

Licensed by Nebraska Department of Health and Human Services as an Emergency Medical Technician. (National Registry Certification preferred)

Certification as CPR-Health Care Provider by either American Heart Association (AHA) or Red Cross.

Must already have obtained or be able within six months of appointment to obtain levels of Incident Command certifications consistent with duties of this position.