

JOB TITLE: Part-Time Emergency Medical Technician (EMT), Advanced EMT (AEMT), Paramedic

DEPARTMENT: Emergency Medical Service

REPORTS TO: Ambulance Director

JOB SUMMARY: Responsible for responding to medical and/or injury emergencies within the service territory. Perform basic life support procedures and determine the nature and extent of injuries or illnesses, and provide appropriate care. Serves under the direction of the Ambulance Director.

TASKS PERFORMED:

- Respond to emergent/non-emergent calls in a timely professional manner;
- Complete patient care reports of all applicable ambulance calls (calls where you are the person in charge of patient care) in a timely manner (within 24 hours timeframe of a call);
- Cover one (1) twenty-four (24) hours shift each month or (2) 12 hour shifts each month
- Checking, restocking, inventorying, and cleaning ambulances;
- Cleaning up after yourself, to include: washing dishes used, picking up trash, and cleaning restrooms used, and other cleaning as needed;
- Representing the Flandreau EMS in a professional and respectful fashion at all times;
- Working with EMS billing staff and ambulance service members to ensure prompt and accurate billing;
- Assisting Law Enforcement Officers when needed; and
- Performing any other duties related to the Flandreau EMS as designated by the Ambulance Director.

The applicant must also:

- Be a team player, as EMS is a team effort, and providers must provide necessary assistance to ensure system sanitation, readiness, and adherence to standards of care per protocol;
- Be available to respond immediately for a call during the scheduled work shift;
- Maintain a thorough working knowledge of applicable current standards of care, including equipment functions and uses; and

- Assure that all certifications, licenses, training, and registrations are up-to-date and on file at the Flandreau City Office.

ESSENTIAL FUNCTIONS: (Essential functions, as defined under the American with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Responding to emergency and non-emergency calls calmly, efficiently, and promptly;
- Assessing the nature and extent of injury or illness to establish and prioritize medical protocols to be followed;
- Administering appropriate basic life support and/or advanced life support according to the scope of practice consistent to the EMT/AEMT/Paramedic's level of training/certification/licensure to patients at the scene, enroute to the hospital, and in a pre-hospital setting, in accordance with federal, state, and local laws, regulations, protocols, and standards;
- With the assistance of fire department and police personnel, rescuing and extracting victims of accidents, sudden illness, or entrapment using proper rescue and medical techniques;
- Communicating with professional medical personnel and treatment facilities to obtain instructions regarding further treatment and/or to arrange reception of patients to the appropriate center;
- Working with local fire department personnel in determining and arranging air evacuation when necessary;
- Obtaining the proper patient signature forms; along with
- Completing patient care reports within 24 hours, and all other forms in a competent and timely fashion.

Handling communications professionally and efficiently with careful regard to the divulgence of private patient information

Skill in Operating Ambulance Equipment:

- Responding to instructions from a dispatcher and driving and operating specially equipped emergency vehicles to specified locations at a safe and controlled speed, in accordance with federal, state, and local laws, regulations and standards;
- Assuring that vehicles are in good working condition, properly stocked, and have all necessary equipment in good working order;

- Cleaning, organizing and restocking vehicles in a ready condition after each transport; and
- Handling communications professionally and efficiently, with careful regard to the divulgence of private patient information in accordance with Protected Health Information (PHI) and Health Insurance Portability and Accountability Act (HIPPA).

WORKING CONDITIONS: Must be able to work in a variety of conditions that includes different environments and changes in temperature. The conditions may be hazardous, including exposure to human excrement, blood, urine, feces, mucous, infections, parasites, and tissue. Have sustained physical effort in walking, standing, sitting, climbing, stooping, squatting, kneeling, pushing, pulling, reaching, lifting, and carrying; See, hear/listen, speak clearly, perform simple touching; Drive and operate an ambulance in a safe and effective manner; Lift and carry medical equipment as necessary to deliver emergency care to patients; Lift and carry ill and/or injured patients, as well as, pushing and pulling of the stretcher (applicants must be able to lift 75-100 lbs); and Climb stairs or terrain in order to access patients, and to remove them from the location found.

MINIMUM QUALIFICATIONS: Educational Requirements

- Minimum of either a high school diploma or GED as evidence of a high school education; and
- National Registry of Emergency Medical Technicians (NREMT) certification as an EMT, AEMT, or Paramedic. Preference will be given to individuals that are South Dakota EMS licensed through SDBMOE as an EMT, AEMT, or Paramedic.
- Must be able to read, write, and understand the English language.

Certifications and Licensure

- Current BLS CPR, ACLS if Paramedic and EVOC. May also include, but not required (per NREMT): PALS, and PHTLS if Paramedic;
- NREMT certification as an EMT, AEMT, or Paramedic. Licensure by the SDBMOE as an EMT, AEMT, Paramedic is preferred.
- Proof of valid licensure will be required prior to employment, or obtained within an agreed upon timeframe.
- Current State of South Dakota Driver License or other U.S. State-issued Driver License (with acceptable driving record.)