

JOB DESCRIPTION
ROSS/WEST VIEW E.M.S.A.

JOB TITLE: EMT or EMT/Paramedic

REPORTS TO: Director, Assistant Director and Supervisors

PHYSICAL DEMAND CATEGORY: Very Heavy Duty

WORK SCHEDULE: 24 hour shifts beginning 8:00 AM and ending 8:00 AM the following day or 8, 10 or 12 hour shifts as operational needs dictate.

WAGES/BENEFITS:

Starting salary is 11.50/hour for EMT's and 14.00/hour for Paramedic's (Both less 5% for 6 months during probation).

- **Full paid benefits for full time employees (Select blue, dental, pension)**

• **Other full time employee benefits include: educational reimbursement, credit union, direct deposit, short and long term disability, term life insurance, vacation accrued at 4 shifts for 1-5 years; 6 shifts for greater than 5 years.**

EDUCATIONAL REQUIREMENTS: High School X College___ Other X

- **Must have and maintain current E. M. T./Paramedic Certification (Pennsylvania state eligible).**
- **Must have and maintain current ACLS, PHTLS or BTLS, PALS and CPR.**

ADDITIONAL REQUIREMENTS:

- **Must be 21 years of age and have a valid Driver's License (Pennsylvania State eligible).**
- **Should be familiar with Priority Medical Dispatch**
- **Must comply to Act 37 Rules and Regulations regarding operation of an Emergency Vehicle.**
- **Must comply to Act 37 Rules and Regulations regarding Pre-Hospital E.M.S. Personnel.**
- **Must have and maintain current Medical Command Privileges.**
- **Must have successfully completed a PA DOH Rescue Technician Course.**

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EXPERIENCE REQUIRED: 1 year experience in the field of Emergency Medicine required.

JOB SUMMARY: Employee will perform duties associated with providing emergency medical care to the sick and injured in accordance with the Authority's standard operating procedures. Duties include, but are not limited to:

- Rescue victims of crashes, sudden illness and physical entrapment
- Transportation of the sick and injured in a manner conducive to their safety and comfort and in accordance to the Pennsylvania Act of 1985-45.

DESCRIPTION OF TASKS:

Essential Functions of the job have been determined by the employer and are designated as EF before the job duty description.

- EF 1. Answer ambulance and rescue calls, calmly, efficiently and promptly. Must use diplomacy and tact at all times and be courteous and polite to patients, relatives and friends.**
- EF 2. Rescue and extricate victims of crashes, sudden illness, or physical entrapment using proper rescue and medical techniques.**
- EF 3. Administer treatment to the patient at the scene and in route to the hospital in accordance with the training set forth by the Pennsylvania Department of Health and the designated service medical director.**
 - 4. Maintain order at scenes. This may include dispersing crowds and restraining family and/or friends if necessary.**
- EF 5. Operate an emergency vehicle at a safe and controlled speed, in accordance with established guidelines set forth in the Ross/West View Driving Program.**
- 6. Assure vehicles are in good working condition at all times and assure vehicles are stocked properly and equipment is in good working order at all times. Truck checks are completed on all trucks daily. Responsibility for this is shared with the shift's crew.**

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- EF 7. Complete patient care forms, insurance forms, and evaluation forms on all routine and emergency calls in a competent and timely fashion.**
- EF 8. Perform other related duties as may be assigned or required to meet emergency situations.**
 - 9. Handle telephone communications professionally and efficiently with careful regard to divulgence of information.**
 - 10. Advise and direct the response of other public safety entities (police, fire, helicopter, mutual aid E.M.S., etc.) when required in response to a medical emergency.**
 - 11. Should have basic working knowledge of an IBM compatible Computer Systems. Required to enter data into the computer for trip statistics.**
 - 12. Required to complete basic base duties which include, but are not limited to washing, drying, and putting away dishes, washing base laundry, and general straightening and cleaning of the base area.**
 - 13. Be able to transfer thought, information, observation into simple written sentences.**
 - 14. Be able to transfer verbal information into written form.**
- EF 15. Assist other public safety agencies as required.**
 - 16. Assist with various public relations events as required.**

MENTAL/SENSORY DEMANDS:

Mental demands will include problem solving strategies, the ability to think clearly under pressure, and make decisions that will effect the health and welfare of the crew and patient. Personnel are required to prioritize duties and handle many activities at once. Careful attention to details required.

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OTHER DEMANDS:

Must be willing to work with other employees, volunteers, general public and other Public Safety Organizations.

Should display a positive attitude in the leadership of others and in the teaching of others in the E.M.S. field.

Must have tact and sympathy in dealing with a variety of types of patients, many of whom are in a disturbed condition.

Courtesy, cooperation, tact and poise are required at all times.

Must be willing to provide all types of services offered by the authority, be it wheel chair van, emergency or non-emergency ambulance runs, rescue runs or public relations details.