

# ***Emergency Medical Technician***

## PURPOSE

A state licensed Emergency Medical Technician--Basic will provide medical care to the sick and injured. They will respond to emergency calls and may participate in other roles as a representative of Rock Township Ambulance District.

## DESCRIPTION

A full-time, or part-time, hourly employee who reports directly to a Crew Chief who is responsible for rendering emergency medical care and being an upstanding representative of the District

## QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for this position.

### A. EDUCATION AND EXPERIENCE

1. One (1) year previous experience as an Emergency Medical Technician preferred.
2. Associates degree in related field of education preferred

### B. JOB KNOWLEDGE

1. A thorough understanding of the Emergency Medical Technician's role in emergency medical care.
2. Competent knowledge of District policies and SAMC Guidelines.
3. Ability to operate and drive ambulances and other emergency vehicles.

### C. SKILLS

1. Communicate effectively in a diverse range of audiences and settings.

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## QUALIFICATIONS (continued)

2. Maintain order in an environment of changing priorities, possess a self-motivated attitude and function as a leader.
3. Negotiate solutions to conflicts and problems.
4. Assess operational needs.
5. Effectively manage time to achieve desired results and minimize stress.
6. Maintain an effective working relationship with representatives from outside agencies, fellow employees, subordinate personnel and the general public.
7. Problem Solve - Identify and resolve problems in a timely manner; Gather and analyze information skillfully; Develop alternative solutions; Work well in-group problem solving situations; Use reason even when dealing with emotional topics.
8. Use Interpersonal Skills - Focus on solving conflict, not blaming; maintain confidentiality; Listen to others without interrupting; Keep emotions under control; Remain open to others' ideas and try new things.
9. Oral Communication - Speak clearly and persuasively in positive or negative situations; listen and get clarification; Respond well to questions; Demonstrate group presentation skills; Participate in meetings.
10. Written Communication - Write clearly and informatively; Edit work for spelling and grammar; Vary writing style to meet needs; Present numerical data effectively; and Read and interpret written information.
11. Teamwork - Balance team and individual responsibilities; Exhibit objectivity and openness to others' views; Give and welcome feedback; Contribute to building a positive team spirit; Put success of team above own interests; and Be able to build morale and group commitments to goals and objectives.

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## QUALIFICATIONS (continued)

12. Judgment - Display willingness to make decisions; Exhibit sound and accurate judgment; Support and explain reasoning for decisions; Include appropriate people in decision-making process; Make timely decisions.
13. Professionalism - Approach others in a tactful manner; React well under pressure; Treat others with respect and consideration regardless of their status or position; Accept responsibility for own actions; and Follow through on commitments.
14. Language - Read and comprehend instructions, correspondence, and memos. Write correspondence, and effectively present information in one-on-one situations, small group situations and to third parties and employees of the organization.
15. Mathematical – Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Perform clinical calculations, compute rate, ratio, and percent and to draw and interpret bar graphs.
16. Computer – Knowledge of internet software. Ability to write Patient Care Reports on laptop computers.
17. Other – Thorough understanding of EMS system.

## D. CERTIFICATES, LICENSES, REGISTRATIONS

1. Provider certification in BLS, and PHTLS or ITLS.
2. Instructor certifications in BLS, and PHTLS or ITLS preferred.
3. Valid driver's license.
4. Valid Missouri EMT-Basic license

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## TYPICAL DUTIES AND RESPONSIBILITIES

1. Readiness--Strives to maintain their ambulance, crew, and House in a state of operational readiness. Assures preparedness and quality of medical equipment. Cleans and maintains shared District equipment and facilities.
2. Response—Responds to all emergency calls and transfers in a timely manner as dictated by response guidelines.
3. Professionally administers treatment to patients and truthfully documents Patient Care Reports. Completed in compliance with medical control guidelines.
4. Training—Constantly seeks to improve knowledge.
5. Represents themselves, and the District, in a manner that reflects well upon either's reputation. Interacts positively with coworkers, the public, other responding agencies, and other healthcare staff. Settles disputes using conflict resolution skills.
6. Completes additional, reasonable tasks assigned by a Lieutenant, Crew Chief, Deputy Chief, or the Chief.

## PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

### A. PHYSICAL DEMANDS

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. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; sit; use hands & fingers, handle, or feel; reach with hands and arms and stoop, kneel, crouch or crawl. This requirement includes, but is not limited to, an ability to occasionally perform the following: reaching above the shoulders; reaching below the shoulders and to the floor; pushing and pulling. The employee is occasionally required to climb or balance. The employee must regularly lift and/or move heavy objects, ascending/descending stairs. Specific vision abilities required by

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PHYSICAL REQUIREMENTS & WORK ENVIRONMENT (continued)

this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**B. WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and outside weather conditions; the employee is occasionally exposed to fumes or airborne particles; extreme cold; extreme heat; risk of electrical shock and vibration. The noise level in the work environment is usually loud.