

Position Title: EMT (Emergency Medical Technician)

Department: EMS (Emergency Medical Services)

Reports to: EMS Director

FLSA Status: Full-Time (Non-exempt), Part-Time (Non-exempt), Casual/Call-in (Non-exempt)

Starting Rate: \$17.00 Hourly

Salary Grade: 13

Position Summary:

Under the direction of the EMS Director, who reports directly to the Law Enforcement & Personnel Committee, EMS General Staff will perform duties associated with providing rescue services and pre-hospital emergency medical care to the sick and injured in accordance with all applicable laws, regulations, and policies.

Essential Functions:

- Arrive to work at scheduled times and proper locations, ready to begin work and respond to calls at that allotted time period.
- Follow employee attendance requirements, based upon FMLA and FLSA parameters.
- Respond to emergency calls, non-emergency calls, inter-facility transfers, and standby-by events.
- When needed, administer basic life support (BLS) and advanced life support (ALS) (based on their Scope of Practice) to patients within the pre-hospital setting, and during inter-facility transfers.
- Assess the nature and extent of injury or illness to establish and prioritize medical procedures to be followed.
- Rescue and extricate victims of accidents or entrapment, using proper rescue and medical techniques.
- Communicate with medical personnel and treatment facilities to obtain instructions regarding further treatment and/or arrange reception of patients to the appropriate center.
- Attend continuing education classes as needed.
- Maintain order at scenes, including crowd disbursement and restraint of family and friends.
- Perform radio and telephone communications.
- Complete patient care forms and obtain appropriate signatures.
- Protect the privacy of all patient information in accordance with privacy policies, procedures, and practices, as required by federal and state law.
- The employee may access protected health insurance information and other patient information to the extent that is necessary to complete the expected job duties.
- Drive and operate specially equipped emergency vehicles to specified locations at a safe and controlled speed, in accordance with federal and state law
- Assure that vehicles are in good working condition at all times; are properly maintained and stocked; have all necessary equipment which is in good working order.
- Clean, organize, and restock vehicles in a ready condition after each call.
- Clean the station, wash dishes, empty trash, wash and dry towels and uniforms, along with other cleaning and light maintenance duties.
- Represent the Service while on duty at public service functions, expositions, and other public events.
- Other duties may be required and assigned as approved by supervisory staff or department head.

Supervisory Requirements:

- None

Education:

- High School diploma or GED

#### Licensure, Registration and/or Certification:

- Current National Registry of Emergency Medical Technicians (NREMT), or Current Emergency Medical Services license issued by the State of Wisconsin for the position level applied for (EMR/EMT/AEMT/Paramedic).
- Minimum of Basic Life Support (BLS) for Healthcare Providers CPR & AED certification issued by the American Heart Association (AHA). Advanced Cardiac Life Support (ACLS) for applicants licensed to the AEMT level and above.
- A valid driver's license issued by the Division of Motor Vehicles.

#### Knowledge, Skills and Abilities:

- Ability to communicate and advocate respectful and cooperative relations between employees.
- Maintain current knowledge of local, state, and federal safety standards, rules and regulations that govern or apply to Emergency Medical Services.
- Maintain ability to practice emergency pre-hospital medicine within the scope of practice set forth by the State of Wisconsin's administrative law, as dictated by the Medical Director. Which includes assuring that all certifications, licenses, and registrations are up to date.
- Maintain a working knowledge of local geography, which includes maps, streets, and major locations.
- Maintain a working knowledge of applicable standards of care, including equipment functions and use.
- Remain proficient in Basic Life Support (Advanced Life Support preferred) and can act in the capacity of a single provider at the level applied for—providing care for a multitude of patients in different care settings.
- Create an environment that demonstrates teamwork and professionalism to maintain cooperative relations with fellow employees.
- Advocate for respectful and cooperative relations between employees.
- Ability to function independently, but capable of interdependent relationships.
- Maintain confidentiality of information deemed sensitive.
- Ability to assure compliance with all Federal and State regulations and Billing practices.

#### Physical Requirements:

- Frequently required to stand, walk, sit, use hands and fingers to handle or feel, reach with hands and arms, stoop, kneel, crouch, talk or hear.
- Regularly lift and or move up to 50 pounds and occasionally lift or move up to 125 pounds.
- Vision requirements include close, distant, color, peripheral, depth and ability to adjust focus.

#### Residency Requirement:

- Must live within the State of Wisconsin or will move to the State of Wisconsin within one year.

#### Work Environment:

- Blended office environment and field work (ambulance/vehicle) as needed.
- Regularly exposed to lights and sirens.
- Regularly exposed to outside weather.
- Noise level: minimal (office environment) to high (field/ambulance environment).

**Employee Acknowledgement:**

I acknowledge that I have received a copy of the **EMS General Staff (EMR/EMT/AEMT/Paramedic)** job description and understand that it is my responsibility to read and understand it. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that this job description may be used as a tool to evaluate the performance of my duties. If I have any questions about this job description or my job duties, I understand that I should ask my supervisor or department manager.

Florence County is an Equal Opportunity Employer. Florence County does not discriminate on the basis of any Wisconsin or Federal protected classification. In compliance with the ADA, Florence County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss accommodations with their employer and/or supervisor.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name