	JOB DESCRIPTION	
	Emergency Medical Technician	
	Policy Number:	
	Original:	05/13/2020
	Last Revised:	
BOD Approval:	05/21/2020	
Effective:	05/21/2020	

Position Title: Emergency Medical Technician
Supervised by: Lieutenant
Direct Reports: None
Status: Non-exempt volunteer or employee
Work Schedule: Various days, various shifts
General Purpose: This position provides the core service to the community

GRANDFATHER CLAUSE: All non-driving EMT employees at the time of this policy approval will be able to maintain their status as compensated employees.


Essential Duties and Responsibilities

- Report to work at the scheduled time in the appropriate uniform, ready for work;
- Clock in at beginning of the shift, clock out at end of shift;
- Respond to emergency calls in a professional and prompt manner, providing high-quality patient care;
- Complete a full inspection for an assigned vehicle(s);
- Assure ambulance and first response vehicles are stocked and ready to respond;
- Assure your assigned vehicle(s) are stocked in accordance with NYS DOH regulations;
- Fuel your assigned vehicle(s) prior to the end of your shift;
- Always be prepared to take the next call;
- Report any day-to-day incidents, equipment malfunctions, or supply shortages in writing to the Duty Officer prior to the end of your shift;
- Maintain your CME responsibilities;
- Perform assigned duties, tasks, chores for your shift;
- Be familiar with the Perinton Ambulance policies and SOG's;
- Report any conflicts with anyone to the Duty Officer;
- Communicate any issues, problems, etc. to the Duty Officer;
- Attend required meetings and trainings;
- Maintain minimum hour requirements per the SOG's;
- Maintain confidentiality of all patient, staff, and Perinton Ambulance matters, following all HIPAA regulations;
- Adhere to Perinton Ambulance, MLREMS, and NYS DOH standards for responding to emergencies, caring for and transporting patients, and completing required paperwork;
- Other duties as assigned.

Minimum Qualifications

Education & Experience

- 21 Years of age (career) or 17 years of age (volunteer);
- Valid insurable NYS driver's license or equivalent (does not apply to non-driving staff);
- Valid CPR provider card;
- Valid NYS DOH EMT certification and in good standing with DOH;
- EVOC or CEVO, within 6 months after the date of hire (does not apply to non-driving staff);

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- Minimum 2 years previous EMS experience desired (career);

Necessary Knowledge, Skills and Abilities

- Familiar with NYS Article 30, Part 800 and DOH Policy Statements;
- Thorough knowledge of NYS DOH and MLREMS BLS Protocols;
- Must be able to achieve clearance as an EMT (Volunteers may choose to attain EMT non-driving status only) within 120 days of hire;
- Strong oral and written communication skills;
- Computer Skills: Knowledge of emsCharts software preferred.

Physical Demands

- Must be able to meet or exceed the requirements outlined in the job description of an EMT/AEMT as per NYS DOH Policy Statement 00-10.
- Unimpaired Mobility: Must be able to quickly respond to ambulance, must be able to access patients in difficult terrain, must be able to climb stairs, must be able to work in close and dangerous environments such as damaged vehicles, must be able with partner to carry equipment and patients weighing up to 250 pounds and independently lift and carry equipment weighing up to 125 pounds.
- Physical Abilities: Must be able to perform strenuous physical requirements such as CPR, lifting and moving of equipment and patients in a variety of environmental conditions.
- Fine Motor Skills: Must be able to perform required medical skills and techniques within their scope of practice, such as bandaging, splinting, CPR. Vision: Must have correctable vision acceptable for day and night operation of emergency vehicles, must have color acuity adequate for the determination of skin and blood color. Must be able to read medication dosages on drug labels and syringes.
- Hearing: Must be able to hear and understand information provided by patients, family or bystanders; must be able to hear breath sounds and accurately determine auscultated blood pressures; must be able to differentiate separate conversations in active, distracting environments; must be able to hear and understand radio traffic when responding with lights and sirens.
- Speech: Must be able to speak and enunciate clearly and at a level audible to others in loud conditions, must be able to speak clearly in stressful situations, must be able to verbally communicate with patients, families and other emergency personnel.

Disclaimer

The Board of Directors, with the recommendation of the Chief, reserves the right to waive any of the minimum qualifications set forth above, and consider any other qualifications or combinations that, in the Chief's opinion, will serve as an adequate substitute for those minimum qualifications.