

Northwest Wexford Emergency Authority (NWEA)

EMT-B Job Description

POSITION: EMT Basic

REPORTS TO: EMS Captain

POSITION SUMMARY:

To provide care medical assistance and transportation of the sick and injured.

ESSENTIAL FUNCTIONS:

- Responds to requests for service, manages smaller scope incidents completely, and manages the initial aspects of any size incident.
- Renders care, medical assistance and transports patients to the appropriate medical care facility.
- Possesses a knowledge of EMS systems care protocols and procedures. Has an ability to provide medical procedures appropriate to their level of licensure/certification.
- Functions within the incident Command system at appropriate levels during initial at scene activities. Possesses a knowledge of the incident Command system and has an ability to fulfill the functions of the Command system in times of stress.
- Possesses knowledge of the organizational structure of the EMS agency, geographical configuration and characteristics of the response area; emergency operations, incident management systems and safety: policies, protocols and procedures regarding the operation of the agency as they involve field staff.
- Possesses the ability to communicate effectively with patients, families, and bystanders at scenes when under stress. Effectively provides education when appropriate to patient and family members.
- Serves as preceptor, coach and evaluator of new staff members. Assures appropriate clinical opportunities are provided to new staff while assuring safe and effective care of the patients.
- Keeps the ambulance fully stocked, cleaned and ready to respond. Ensures that all equipment mandated by the State and to operate in the Medical Control Area is on the ambulance and in good working order. Reports missing or broken equipment to supervisors and ensures that the equipment is replaced on the ambulance. Disinfects the ambulance appropriately when needed and when scheduled.
- Performs housekeeping and maintenance tasks at the base facility and grounds including cleaning the facility, laundering linens and uniforms as needed, and washing and cleaning ambulances.
- Assists with various community functions as a representative of the department as required Lead and coordinate the care team on the scene.
- All other duties as assigned.

DESIRED BEHAVIORAL TRAITS:

- Self-motivated and a self –learner. Must be able to respond quickly on their feet based on the situation. Comfortable working and communicating as part of a team.

KNOWLEDGE, SKILLS, & ABILITIES:

- Expert or working towards being an expert at their license level
- Excellent communication skills both written and verbal to ensure paperwork, billing and reports are filled out appropriately
- Skilled at using radios as communication tool
- Must have expert communication skills and function effectively on a team.

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EDUCATION/EXPERIENCE:

- Completed a State of Michigan or NREMT EMT-B Program

REQUIRED CERTIFICATION/LICENSE:

- Current EMT-B license from State of Michigan
- NRMCA LOF
- Current valid Michigan Vehicle Operator's License without restrictions
- PHTLS or ITLS and BLS certification
- Emergency vehicle driving certificate

The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be required.