



EMERGENCY MEDICAL RESPONDER POSITION DESCRIPTION

Job Title:	Emergency Medical Responder	Date Created:	September 9, 2018
Reports To (Title):	Executive Director	Date Revised:	December 30, 2020
FLSA:	NON-EXEMPT		

POSITION PURPOSE:

An employee in this position will provides Basic Life Support including medical evaluation, treatment and stabilization of the critically ill and injured under the direction of the EMT and/or Paramedic providing patient care. Operates emergency vehicles in a safe manner within applicable laws and policies.

I. ACCOUNTABILITIES

A. POSITION SPECIFIC

1. Deals with medical and emotional needs of any victim of acute illness or injury with the goal of reducing mortality and morbidity.
2. Operates emergency vehicles in a safe manner under all conditions.
3. Assist placing patients on stretchers and assist loading stretchers into ambulances.
4. Replaces supplies and disposable items on ambulances.
5. Remove and replace soiled linens and equipment in order to maintain sanitary conditions.
6. Interacts with patients, family members, and members of public safety personnel in a professional manner. Communicates clearly during treatment, transport and patient hand-off.
7. Determines nature and extent of illness or injury, checks respiration, takes pulses, blood pressure by auscultation and palpation (including proper placement of the cuff), visually observes changes in skin color, and establishes priority for emergency care. Based on assessment findings and renders emergency care.
8. Follows standard operating policies and procedures as developed and interpreted by the Medical Director.
9. Cleans and maintains (minor maintenance) vehicles.
10. Completes checklists of vehicle checks, supplies, and daily work as assigned.
11. Performs other related duties as assigned.
12. Attends continuing education and refresher training programs as required by EAAS and/or MN EMSRB.

II. PHYSICAL/MENTAL DEMANDS

- A. Requires visual and auditory abilities.
- B. Requires the ability to read and write.
- C. Requires the ability to solve problems and make decisions regarding department-specific

problems.

D. Requires the ability to comprehend and organize information.

E. Requires the ability to lift up to 125 pounds.

III. WORKING CONDITIONS

A. Generally varying hours and times of day with flexibility to meet the demands of the position.

B. May be exposed to infectious diseases and hazardous agents.

C. May be exposed to environmental weather conditions.

IV. COMPLIANCE

A. Recognizes and complies with legal and procedural requirements related to area of responsibility.

V. INFORMATION TECHNOLOGY

A. Familiar with operating computers, tablets and smart phones.

B. Ensures compliance of information technology system with current and future organizational, state, and federal privacy and data practice requirements.

VI. SPECIFICATIONS

A. Education/Experience

1. High school diploma or equivalent.

B. Skills and Abilities

1. Ability to safely operate an emergency vehicle.

2. Operate mobile radio system.

C. Certification/Licensure

1. NN EMSRB Certification as an Emergency Medical Responder.

2. Valid state issued Driver's License with clean driving record.

3. American Heart Association Basic Life Support certification (CPR).

V. APPROVAL:

President, EAAS Board

Date

Board Member, EAAS Board

Date

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.