

Shane Richardson
County Administrator

Jayme Crosby
County Clerk

Hall Booth Smith P.C.
County Attorney



Ricky Crosby
Chairman
James Benjamin
Vice Chairman
James Emory Tate
Vann Wooten
Dennis Yawn

Jeff Davis County Board of Commissioners
14 Jeff Davis St, STE 101 | P.O. Box 609 | Hazlehurst, GA 31539 | (912) 375-6611

JOB DESCRIPTION

Title: EMT-B (Basic EMT)

Starting Pay: \$15/hr

Status: Full Time

Application Deadline: February 5, 2025

Summary: Under the general direction and supervision of the Director of County Emergency Medical Services and Assistant Director, the EMT-B is to support the emergency medical operations of the EMS. This position will work closely with other EMS staff, the Consolidated City/County Fire & Rescue Department, Law Enforcement Officers, 911 Dispatchers, and citizens of Jeff Davis County. This position reports directly to the EMS Director.

Duties and Responsibilities:

1. Perform emergency medical procedures within the employee's licensure by the State of Georgia
2. Operate various medical equipment
3. Driving and operating ambulances
4. Operating and responding to radio transmissions
5. Adhere to medical protocols and procedures as well as legal guidelines and health and safety standards
6. Transfer patients to healthcare facilities
7. Complete reports, statements, and documentation as necessary on emergency calls, station duties, trainings, and any other activity required
8. Inspecting, cleaning, and maintaining equipment, tools, and vehicles
9. Any other duties assigned by EMS Director

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Required Qualifications:

- Must be twenty-one (21) years of age or older
- High School Diploma or equivalent
- Licensed EMT-B
- Pass a drug screen
- Pass a background check
- Valid driver's license
- Physically fit to be able to lift above 100 pounds, kneel, bend, push, and pull

Knowledge, Skills, and Abilities:

- Listening skills to understand the patient's extent of illness or injury
- Communication skills to speak clearly about situations and procedures to patients and healthcare staff
- Problem solving skills for quickly understanding the patient status and symptoms and for administering required treatment
- Interpersonal skills to work in teams and coordinate with others to handle stressful situations
- Knowledge of medical procedures, terminology, and medications
- Working knowledge of medical equipment and devices
- Have compassion, integrity, and good moral character

Certificates, Licenses, and Registrations

All certificates and licenses must be obtained within the designated time frame and maintained at, or above, the minimum level for the duration of employment set forth by the EMS Director. Failure to do so may result in termination of employment.