

## KEYSTONE AMBULANCE SERVICE INC JOB DESCRIPTION

POSITION: EMT/AEMT/Paramedic

FLSA STATUS: Non-exempt DATE: 3/14/18 APPROVED BY: Director

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- I. ESSENTIAL REQUIREMENTS OF WORK (Minimum qualifications necessary to function at full productivity).
- A. EDUCATION AND TRAINING:
1. High School diploma or equivalent.
  2. Current South Dakota State EMS certification and/or licensure.
  3. Must possess and maintain a valid state driver's license (minimum equivalent to a South Dakota Class "1" driver's license.)
  4. Driver's motor vehicle record must meet requirements set forth by our auto insurance provider.
  5. American Heart Association Basic Life Support
  6. American Heart Association ACLS and PALS for Paramedics
- B. PREFERRED EXPERIENCE:
1. Minimum of six months EMT experience in an ALS or BLS service.
- C. JOB KNOWLEDGE (Specific):
- Working knowledge of EMT skills, ability to maintain an effective working relationship with patients, public, peers and supervisory personnel. Ability to communicate ideas, explanations, and recommendation clearly, both orally and in writing. Writing and spelling skills appropriate for completion of patient care reports and other required forms. Computer data entry
- II. SPECIAL KNOWLEDGE, SKILLS, AND ABILITIES:
- A. Excellent written and oral communication skills.
  - B. Ability to work independently with little direct supervision using time management skills.
  - C. Competency with Microsoft products, and other windows and web-based application.
  - D. Works well under pressure
  - E. Excellent customer service skills
- III. JOB RELATIONSHIPS:
- A. Reports to: Service Director
  - B. Interactions: Emergency Services, nursing and support staff. Police and Sheriff's Departments, Fire Departments and other emergency response

personnel members of the public and Keystone Ambulance Service, Inc. staff.

- IV. **HOURS OF WORK:** Fulltime personnel commonly work a schedule of 36 hours a week. Current schedule will be determined at date of hire. Available for call backs during mass casualty involving personnel shortages as well as fire standby assignments. Overtime will be available, however is not required and must be approved by the either the Director/Asst. Director.
- V. **DRESS CODE:** Per approved service dress code. Facial hair which would interfere with sealing of a mask is not permitted.
- VI. **CLIENTELE DIRECTLY AFFECTED BY JOB:** Patients in Keystone Ambulance Service, Inc. Primary Services Area, Emergency Department personnel, other public safety personnel, area ambulance services, and general public.
- VII. **PHYSICAL DEMANDS OF THE JOB:** Sustained physical effort, standing, sitting, stooping, squatting, kneeling, lifting, pushing, pulling and climbing. Must be able to perform the following essential functions of the job and have the ability to lift without assistance a minimum of 100 pounds.
  - A. Lift and carry medical equipment as necessary to deliver emergency care to patients.
  - B. Lift and carry ill and/or injured patients as well as pushing and pulling of stretcher.
  - C. Climbing stairs or terrain in order to access patients, and to remove them from location found.
- VIII. **PHYSICAL ENVIRONMENT OF THE JOB:** Working conditions include being indoors or outdoors anytime of the day and in any kind of weather with frequent exposure to disagreeable elements and danger and noise. The setting may be in bright daylight, indoor lighting or no lighting at all. Temperature ranges may include very hot to very cold. It may be noisy and fumes may be present from equipment or machines.
- IX. **EQUIPMENT OR MACHINES USED ON THE JOB:**
  - A. Motor vehicles / Ambulances
  - B. Communication Devices / Portable radios, Nextel phones
  - C. Fax machine
  - D. Desktop and mobile computers
  - E. Patient care equipment
    - 1. Cardiac Monitors / Defibrillators
    - 2. Pulse Oximeter
    - 3. Compressed gasses / Oxygen
    - 4. Portable suction unit

5. Power Cot

X. MENTAL DEMANDS OF THE JOB:

- A. JUDGEMENT AND INITIATIVE: Requires continuous mental effort for decision making and problem solving in patient care situations. Ability to work under pressure.
- B. INDEPENDENT ACTION: Need to perform at independent level within parameters of established policies and procedures. Accepts responsibility for timely completion of work tasks and projects as assigned by Keystone Ambulance Service, Inc. leadership team.
- C. EFFECT OF ERROR: High understanding of potential liability concerns for patient care errors, and Quality Control process.
- D. CONTACT WITH OTHERS: Ability to interact with the public and co-workers under circumstances which require the application of specific knowledge, tact, diplomacy and sound judgment.

*Disclaimer*

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted, as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees, assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.

Employee acceptance: \_\_\_\_\_

Date \_\_\_\_\_