



## UNION VOLUNTEER EMERGENCY SQUAD JOB DESCRIPTION

Position Title: Emergency Medical Technician – Critical Care Technician/Paramedic	Work Schedule: Days, Nights, Weekends Rotating schedule: Week one three 12 hour shifts 6A-6P or 6P-6A Week two four 12 hour shifts 6A-6P or 6P-6A Alternating weekends off
Department: Field Operations	
Reports to (Position Title): Deputy Chief ~ Field Operations	Pay Scale: Compensation Dependant on Experience and UVES Polices and Procedure

### **SUMMARY:**

Provides basic and advanced life support care to sick and injured persons in the pre-hospital setting as authorized and directed by SREMS/Medical Control Physician in accordance with locally approved treatment protocols through performance of acquired skills pertinent to the NYS level of the provider. Provides exemplary emergency medical services with care and compassion by performing these duties personally enabling UVES to become the premier emergency service organization providing revolutionary care and exceptional service

<p><b>RESPONSIBILITIES:</b></p> <ul style="list-style-type: none"> <li>▪ Provide direct patient care while operating from an ambulance, first response vehicle, field hospital or other designated unit</li> <li>▪ Be responsible for and assist with the proper care and treatment of all sick and injured persons found within the organizations designated response area as well as in any mutual aid district</li> <li>▪ Treat and transport, or assist with the treatment and transport of all patients in accordance with current organizational, regional and state standards as outlined in their current manuals or protocol books which shall include but not be limited to: <ul style="list-style-type: none"> <li>○ Assessing the nature and extent of illness and injury to establish and prioritize medical procedures to be followed or the need to request additional assistance</li> <li>○ Administers initial treatment at an emergency scene: <ul style="list-style-type: none"> <li>▪ Takes and records a patient's vital signs</li> <li>▪ Performs CPR</li> <li>▪ Restores and stabilizes heart rhythm on pulseless, non breathing patients</li> <li>▪ Performs other skills within the scope of practice as needed</li> </ul> </li> <li>○ Assists in extricating trapped victims</li> <li>○ Initiates advanced life support procedures as authorized by the medical director including but not limited to: <ul style="list-style-type: none"> <li>▪ Cardiac monitoring and defibrillation</li> <li>▪ Intravenous therapy</li> <li>▪ Medication administration</li> <li>▪ Endotracheal intubation and other advanced airway skills</li> </ul> </li> <li>○ Transports sick and injured persons to appropriate treatment centers</li> <li>○ Observes, records and reports to the receiving physician the patient's condition and reaction to treatment as well as significant incidents related to the patient's care</li> <li>○ Communicates with the hospital, physician, and other medical personnel either in person, by telephone, or radio</li> <li>○ Operates the ambulance with due diligence to the scene and/or hospital</li> </ul> </li> <li>▪ Prepares required reports and completes other shift paperwork as assigned</li> <li>▪ Ensures all vehicles are properly stocked and in organizational readiness at all times by performing daily vehicle and equipment checks</li> <li>▪ Function as trainer or preceptor as necessary</li> <li>▪ Perform or assist with promotional or public relations activities as needed</li> <li>▪ Requisitions and restocks supplies, materials and equipment</li> <li>▪ Performs other jobs and related duties as assigned/directed.</li> </ul>	<p>Percent of Time</p> <p>100%</p>
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**STAFF SUPERVISED:**

This position holds no supervisory responsibilities. However as a Preceptor, Trainer, or Crew Chief an individual may from time to time lead and monitor the performance and overall end results of another providers conduct or may be the individual in charge of the actions at the scene performing or directing tasks and/or requesting additional resources. An Individual in a Preceptor, Trainer or Crew Chief role does make recommendation to the leadership team related to the performance and conduct of other members and students within their charge during an on-duty shift. This individual may recommend a person for membership, advancement or separation from the organization based on the circumstances witnessed as they relate to the organization’s mission and visions.

**MINIMUM REQUIREMENTS:**

- 19 years of age or older at time of hire (required)
- High school graduate or GED (required)

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- NYS Certified EMT-Critical Care Technician/Paramedic
- Current AHA Healthcare Provider CPR/AED certification or equivalent
- Current NYS Operator’s license or ability to obtain in 30 days in compliance with UVES Driver Policies and Procedures.
  - AAPS/EVOC certified/eligible or an acceptable equivalent of training; or ability to meet this certification within 6 months after hire.

**OTHER SKILLS AND ABILITIES (preferred):**

- One (1) year patient care experience at current NYS level of certification or higher with an emergency services organization.
- NYS EMS Certified Instructor Coordinator or Certified Lab Instructor
- CPR Instructor
- BTLS or PHTLS Certification and/or Instructor
- AAPS or EVOC Instructor
- ACLS, PALS, NALS Certification and/or Instructor
- Familiarity with regional patient care protocols
- Experience as an active participant in a QA/QI position
- Time Management ~ proven time management skills/projects.

**OTHER QUALIFICATIONS:**

This position has rotational shift requirements; days, nights and/or including weekends inclusive of holidays. This position may also carry additional roles and responsibilities associated with the performance of administrative tasks ~ participation on a QA/QI team, involvement with fleet, equipment and/or general maintenance of UVES facilities and vehicles.

**COMPETENCIES:**

To perform the job successfully, an individual will demonstrate the following competencies:

- **ANALYTICAL:** Designs work flows and procedures.
- **DESIGN:** Demonstrates attention to detail.
- **PROBLEM SOLVING:** Identifies and resolves problems in a timely manner; works well in group problem-solving situations.
- **PROJECT MANAGEMENT:** Develops project plans; coordinates projects; communicates changes and progress; completes project on time and budget; manages project team activities.
- **TECHNICAL SKILLS:** Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.
- **CUSTOMER SERVICE:** Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to request for service and assistance; meets commitments.
- **ORAL COMMUNICATIONS:** Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.
- **WRITTEN COMMUNICATION:** Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.
- **QUALITY MANAGEMENT:** Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.
- **BUSINESS ACUMEN:** Understands business implications of decisions; displays orientation to profitability; demonstrates knowledge of market and competition; aligns work with strategic goals.
- **ORGANIZATIONAL SUPPORT:** Follows policies and procedures; completes administrative tasks correctly and on time; supports organization’s goals and values; benefits organization through outside activities; supports affirmative action and respects diversity.

<ul style="list-style-type: none"> <li>▪ <b>PROFESSIONALISM:</b> Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.</li> <li>▪ <b>DEPENDABILITY:</b> Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.</li> <li>▪ <b>INITIATIVE:</b> Volunteers readily; undertakes self-development activities; seeks increased responsibilities; takes independent actions and calculated risks; looks for and takes advantage of opportunities; asks for and offers help when needed.</li> <li>▪ <b>TEAMWORK:</b> Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.</li> <li>▪ <b>INNOVATION:</b> Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas; presents ideas and information in a manner that gets others' attention.</li> <li>▪ <b>DELEGATION:</b> Delegates work assignments; matches the responsibility to the person; gives authority to work independently; sets expectations and monitors delegated activities; provides recognition for results.</li> </ul> <p><b>STRATEGIC THINKING:</b> Develops strategies to achieve organizational goals; understands organization's strengths &amp; weaknesses; analyzes market and competition; identifies external threats and opportunities; adapts strategy to changing conditions.</p>	
<p><b>LANGUAGE SKILLS:</b></p> <ul style="list-style-type: none"> <li>▪ Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.</li> </ul>	
<p><b>REASONING ABILITY:</b></p> <p>Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.</p>	