



—OKLAHOMA—

WHERE CHARM AND ADVENTURE MEET

TITLE: Emergency Medical Service Personnel

DEPARTMENT: Ambulance Department

REPORTS TO: Ambulance Director

FLSA STATUS: Non-Exempt

GRADE: 3-8

SALARY: \$20,845.14-\$46,470.55

NATURE OF WORK

Provide high-quality emergency medical care and excellent customer service to those in need; assessing each situation to determine the best course of action with consideration to patient and crew safety and well-being; using medical equipment, procedures, and medications as required under the guidelines of state protocols and Alva EMS standard of care.

ESSENTIAL JOB FUNCTIONS

1. Will work to promote positive public relations at all time for the City of Alva.
2. Performs other job-related duties as assigned.
3. Will be customer service oriented with a focus on patient care and committed to displaying a professional image and attitude at all times.
4. Operates emergency vehicles in a safe manner under all conditions
5. Maintains positive interpersonal relationships with fellow crew members, police, fire and hospital personnel.
6. Helps in performing routine maintenance checks on vehicle and equipment in conjunction with completion of unit and/or station checklist
7. Maintains a professional attitude when representing the company
8. Be knowledgeable of the street systems, addresses and physical layout of the area.
9. Deliver or participates in the delivery of patient care as applicable to the level of their licensure.
10. Participate and complete required training to ensure cognitive and psychomotor competency, in addition to fulfilling requirements to maintain patient confidentiality
11. Complete reports, forms and other documentation as required in a timely manner.
12. Strict compliance of HIPAA laws to maintain patient confidentiality

Note: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

EDUCATION, TRAINING, AND EXPERIENCE REQUIRED

High school education or GED and one-two years related work experience preferred. Some college course work in related field may substitute for work experience.

SUPERVISORY RESPONSIBILITY

None

SPECIAL CERTIFICATES, REGISTRATIONS, LICENSES REQUIRED

EMR: Current EMR license from state of Oklahoma, CPR for BLS provider, current driver's license with acceptable driving record, current or able to obtain EVOC, ICS 100, 200, 700, 800, Hazmat Awareness, OTEP and TIMS.

EMT: Current EMT licenses from state of Oklahoma and NREMT, CPR for BLS provider, current driver's license with acceptable driving record, current or able to obtain EVOC, ICS 100, 200, 700, 800, Hazmat Awareness, OTEP and TIMS.

Advanced EMT: Current AEMT licenses from state of Oklahoma and NREMT, CPR for BLS provider, current driver's license with acceptable driving record, current or able to obtain EVOC, ICS 100, 200, 700, 800, Hazmat Awareness, OTEP and TIMS.

Paramedic: Current Paramedic licenses from state of Oklahoma and NREMT, CPR, ACLS, PALS, current driver's license and acceptable driving record, current or able to obtain EVOC, ICS 100, 200, 700, 800, Hazmat Awareness, OTEP and TIMS.

**Requirements included above are only a general, descriptive summary, and a partial listing of the requirements of Alva EMS for the listed employee positions. Requirements are subject to change.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of Alva EMS protocols as approved by OSDH. Working knowledge of the ambulance including location of equipment and supplies. Proficiency with all equipment as applicable to licensure level. Proficient medical and trauma assessment, vitals, recognition of signs and symptoms, and their usage in determining treatment. Triage, bandaging, splinting, and hemorrhage control. CPR, including use of airway adjuncts, and related equipment and procedures, as applicable to licensure level. Administration of medications in accordance with OSDH protocols as applicable to licensure level. Other skills and/or procedures from approved training curriculum may be included though not specifically listed above. Individual protocols may be implemented upon approval of Alva EMS medical director and OSDH. Should strive to perform all skills and procedures with the highest degree of accuracy.

PHYSICAL/MENTAL REQUIREMENTS

Ability to move one's body in any variety of ways, including but not limited to: standing, kneeling, crawling, reaching, pulling, pushing, and manipulation of extremities, hands, and fingers. Can occur in any given condition that may be hazardous, physically or mentally stressful, or tiresome, and with the potential of being maintained for a prolonged length of time. Must be able to withstand the weight associated with moving patients, cot, equipment, bags, etc. Hearing, speech, visual, and cognitive capacity cannot be impaired to such a degree as to impair the safety of the crew, patient, or others, or to such a degree as to impede patient care.

Maintain professionalism and the ability to reactive swiftly and appropriately under extreme stress. Effectively use written and verbal communication. Direct EMS coworkers of lower licensure level as needed during the course of patient care. Receive direction from coworkers of higher licensure level. Work cohesively with coworkers of lower, equal, or higher licensure level. Work cohesively with responders from outside services during the event of an ALS intercept or mass casualty incident. Direct EMS coworkers and other first responders on scene, as needed to maintain scene safety. Possess critical thinking skills to assist in identifying potential or absolute problems during the course of patient care, from arrival on scene, initial contact, during transport, and to transfer of care, and formulate secondary plan of action.

ENVIRONMENTAL CONDITIONS AND SAFETY CONCERNS

Must be able to operate in environments of high noise, poor visibility, limited mobility, at heights, and in confined spaces. Roadways and conditions underfoot may be wet, icy, muddy, rocky, hilly, or otherwise slippery or unstable. Extreme weather can cause dehydration, heat-related injuries, or hypothermia. Flooding, lightning, high winds, and tornados are possible during inclement weather. Potential to work in areas or in situations where sustaining a traumatic injury is possible. Hazardous materials could be present. High level of situational awareness should be maintained during each call to minimize or avoid risks of threats to safety and well-being from vehicles, weapons, fumes, flames, animals, etc. Emotional or mental health could be impacted.

MISSION STATEMENT

Alva EMS is dedicated to improving the quality of life and peace of mind to the citizens we serve through pre-hospital emergency medical services, interfacility transfers, and public safety services by committing to rendering the highest level of emergency care possible, exceeding the standards of the professional practice and education, and upholding the standards set forth at the federal, state and local level.

ADDITIONAL NOTE

This document is not all-inclusive. EMS is unpredictable due to the nature of the work and the inability to control all people, places, and things that could have a potentially negative impact. EMS is also ever evolving as research and trends lead to the creation of new protocols, procedures, medications, and equipment. The City of Alva and/or Alva EMS may at any time include or remove any functions, requirements, or expectations.

Alva EMS reserves the right, at the discretion of the appropriate authorizing authority, to waive any of the minimum qualifications for those applicants whose general or specific qualifications would otherwise qualify the applicant for the position or lead the authorizing authority to believe the applicant is capable of performing the assigned duties and fulfilling the assigned responsibilities.

Equal Opportunity Employer

The City of Alva affords equal employment opportunity to all individuals regardless of race, color, national origin, sex, religion, age, disability status or genetic information. Persons selected for employment into any position must pass a drug test. Some positions may require passing an alcohol test. Previous employment and any additional experience will be subject to verification prior to employment processing. A driver's license and driving record check will be conducted if driving is a job requirement. A post offer employment fit for duty test may be conducted prior to job placement.