

## **Clinton First Aid and Rescue Squad**



### **Job Description** **Per-Diem EMT Instructor**



### **JOB TITLE**

Per-Diem EMT Instructor

### **POSITION SUMMARY**

The Per-Diem EMT Instructor position is an at-will, hourly position, with no guaranteed minimum hours per week. This position's primary responsibility is to act as an Instructor for the NJ EMT program, re-certification programs, updates, continuing education, etc., under the direction of the EMT Coordinator, who reports to the Training Center Director/Deputy Chief of EMS and collaborates with the Medical Director for the EMT program; provides educational programs as per the designated NJ curricula teaching & training to the standards as written; maintains & demonstrates self-competencies in the role of EMT & EMT Instructor; provides educational activities, evaluations, competencies/certification status and information, and policy & procedure information. Coordinates training programs by obtaining facilities, AV equipment, room set-up and other requests; Is responsible for reporting identified safety issues such as hazardous environments, medical errors, and/or harassment issues; acts as a liaison in the community for individuals wanting to take a CFARS EMT or EMS educational offering.

As part of EMT Instructor duties the Per-Diem EMT Instructor is responsible for the provision of EMT Training in accordance with NJAC 8:40 and NJAC 8:40A. Position requires thirty-six (36) hours of schedule availability per month.

### **REPORTS TO**

Training Officer/EMT Lead Instructor

### **QUALIFICATIONS**

- High school graduate or GED
- Must be at least nineteen (19) years of age
- Minimum of two years experience as a certified EMT.
- Must have NJ EMT Instructor certification that is valid during scheduled course semester
- Must possess basic computer skills
- Must be able to multitask
- Must have a general knowledge of EMS training programs and associated equipment

### **LICENSURE/CERTIFICATION:**

- Certification by the State of New Jersey (or NJ Office of EMS [NJOEMS]-approved equivalent) as an Emergency Medical Technician - Instructor
- Valid motor vehicle operator's license that is not under suspension or revocation
- Cardiopulmonary Resuscitation certification by a NJOEMS-approved accrediting agency
- Current NIMS/ICS 100 and 200

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- Current NIMS IS-700 and I-800
- Pre-Hospital Trauma Life Support (PHTLS) or International Trauma Life Support (ITLS) certification

### **DUTIES AND RESPONSIBILITIES:**

- Reports to work on time and ready to deliver course program
- Checks equipment and ensures readiness for student delivery
- Ensures the safety of all students & fellow instructors
- Provides reporting of any suspicious or unusual activity within 24 hours to the EMT Coordinator
- Records the assessment and evaluation of all participating students
- After each class cleans and restocks any used equipment
- Maintains a daily log of all course hours taught
- Acts in a professional manner and uses good judgment in carrying out all job responsibilities
- Follows proper chain of command for conflict resolution
- Any other duties as assigned by the Lead EMT Instructor, EMT Coordinator or Training Center Director

### **PHYSICAL REQUIREMENTS:**

- Aptitudes required for work of this nature are good physical stamina, endurance, and body condition which would not be adversely affected by lifting, carrying, and balancing at times, patients in excess of 125 pounds (250, with assistance)
- Ability to work ten (10) hour continuous shifts
- Motor coordination is necessary for the well-being of the students

### **ADDITIONAL REQUIREMENTS:**

- Able to work course hours on a flexible or scheduled basis
- Must be able to read, speak, and write English sufficiently to perform duties
- Thorough knowledge of medical and trauma assessments, as well as appropriate BLS treatment protocols
- Ability to work effectively with supervisors, co-workers, other emergency service personnel, and hospital staff
- Must have excellent adult education, verbal and written communication skills

### **BENEFITS**

- Uniforms supplied as per CFARS policy