

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



### **Full Time EMT/ EMS Lieutenant Job Description**



### **JOB TITLE**

Full Time EMT/EMS Lieutenant

### **POSITION SUMMARY**

The Full Time EMT/EMS Lieutenant is a forty (40) hour per week position. This position's primary responsibility is that of an on-the-ambulance EMT. In addition to covering ambulance duty the Full Time EMT/EMS Lieutenant will have secondary duties including but, not limited to; assisting with the application and onboarding processes of new volunteers; new member orientation; scheduling of volunteer EMS hours; back up to Deputy Chief of EMS for other scheduling; coordination of new member mentor and promotion process; attending monthly meetings.

As part of EMT duties the Full Time EMT/EMS Lieutenant is responsible for the provision of pre-hospital patient care in accordance with NJAC 8:40 and NJAC 8:40A. This position shall be responsible for the safe operation of all CFARS vehicles in accordance with current New Jersey motor vehicle code. Position requires thirty-six (36) hours of scheduled shift coverage, with remaining four (4) hours being for meetings and orientation time.

### **REPORTS TO**

Deputy Chief of EMS.

### **QUALIFICATIONS**

- High school graduate or GED
- Must be at least twenty-one (21) years of age
- Minimum of two years experience as a certified EMT.
- Must have previous experience with electronic patient care reporting systems, particularly EMS Charts
- Must possess basic computer skills
- Must be able to multitask
- Must have a general knowledge of rescue and EMS vehicles and associated equipment
- Must be mechanically inclined

### **LICENSURE/CERTIFICATION:**

- Certification by the State of New Jersey (or NJ Office of EMS [NJOEMS]-approved equivalent) as an Emergency Medical Technician
- 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, 200 and 300

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- Current NIMS IS-700 and I-800
- Pre-Hospital Trauma Life Support (PHTLS) or International Trauma Life Support (ITLS) certification
- Pediatric Education for Pre-hospital Professionals (PEPP) or equivalent
- HAZ-MAT Awareness
- Vehicle Rescue – Operations
- Technical Rescue - Awareness
- Documented completion of Coaching the Emergency Vehicle Operator (CEVO) - Ambulance, Emergency Vehicle Operations Course (EVOC) or approved equivalent program

### **DUTIES AND RESPONSIBILITIES - EMT**

- Reports to work on time and ready to respond to calls
- Checks ambulance and ensures readiness for emergency response
- Safely responds to emergency calls for assistance
- Ensures the safety of the scene prior to entering
- The EMT determines the nature and extent of illness or injury and establishes priority for required emergency care. The EMT renders appropriate emergency medical and/or trauma care
- Proper patient packaging and transfer to ambulance
- Safely transports patient and crew to receiving facility
- Provides verbal report to receiving facility staff
- Records the assessment and emergency medical care of the patient at the emergency scene and in transit utilizing written and/or electronic patient care report
- Collects medical insurance information from patient or receiving facility
- After each call cleans and restocks the ambulance
- Performs routine station maintenance according to schedule
- Maintains a daily log of all duties performs

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#### **DUTIES AND RESPONSIBILITIES – VOLUNTEER COORDINATOR**

- Track new member applications from receipt to on-boarding, including correspondence
- Once approved by Membership Committee, completes on-boarding process for new volunteer members
- Manages schedule for Volunteer EMS members, and assists Deputy Chief of EMS with Career Scheduling as needed.
- Assists Training Officer and Deputy Chief of EMS with onboarding of new Career members, when requested
- Managing and tracking progress of Mentor program for new members
- Monitoring EMS members Leaves of Absences, returns from same, and compliance with Squad's AOGs, reporting monthly to the Secretary prior to the Executive Board meeting all current leave status.
- Monitoring and reporting monthly, prior to executive board meeting, the status of all Volunteer EMS member's compliance to required hours, and any corrective measures attempted
- Tracks new members MOD Book progress, in coordination with mentor and EMS Captain and Lt.
- Attends Monthly Membership and Executive Board meetings
- Acts in a professional manner and uses good judgment in carrying out all job responsibilities

#### **DUTIES AND RESPONSIBILITIES – EMS LIEUTENANT**

- First Line Supervisor
- Assign work to on-duty Members, including staffing of vehicles
- Provide emergency response as a supervisor when on-duty, in absence of another officer
- Instruct and supervise on-duty Members, whether on-duty or off-duty, for compliance with Squad procedures, rules and regulations
- Other assistance in Squad matters as directed by any of the Chiefs.
- Follows proper chain of command for conflict resolution
- Any other duties as assigned by a supervisor/ line officer

#### **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 twelve (12) hour continuous shifts
- Motor coordination is necessary for the well-being of the patient, the EMT, and co-worker over uneven terrain

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#### **ADDITIONAL REQUIREMENTS:**

- Able to work weekdays from 0600 –1800 hours on a regularly 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 verbal and written communication skills
- Minimum 2 years prior Supervisory Experience required
- Prior Human Resources experience a plus.

#### **BENEFITS**

- Health, Eye and Dental insurance based on current CFARS policy
- Term Life Insurance based on current CFARS policy
- Tuition Reimbursement based on current CFARS policy
- Paid Time Off (PTO) based on current CFARS policy
- Holiday pay as per CFARS policy
- Training opportunities as per CFARS policy
- Uniforms supplied as per CFARS policy