

# Green Lake Township Emergency Services



## JOB DESCRIPTION

**Classification: Emergency Medical Technician/ Firefighter (full-time and part-time)**

### **Primary objectives / Responsibility of Position**

Including but not limited to:

1. The EMT/Firefighter must be able to perform life-saving functions without the resources that are normally available in the hospital setting. He/She must be able to function independently in the event of a communications failure.
2. Shares in the responsibility for the care and transport of the sick and injured, in accordance with the guidelines set forth by the State of Michigan, Green Lake Township Emergency Services, and the Northwest Regional Medical Control Authority.
3. The EMT/Firefighter must act appropriately using his/her own discretion to maintain control and organization of pre-hospital scenes while following written/verbal Medical Control protocols and orders.
4. Shares in the responsibility of protecting persons, homes, businesses, assets, and properties from the threat of fire or any possible disaster potential in accordance with policies and procedures set forth by Green Lake Township Emergency Services.
5. Performs fire suppression, prevention, and rescue operations as per NFPA and/or Department standards.
6. This position reports to the Green Lake Township Emergency Services Chief/ Director, or Direct Supervisor as per the determined chain of command.

### **Other Specific Roles and Responsibilities**

1. Shares in the responsibility of the EMS and Fire department cleaning and routine up-keep.
2. Shares in the responsibility of maintaining and ensuring that emergency apparatus is clean, stocked, and prepared for service at all times.
3. Ensures that assigned personal protection equipment, uniforms, and turnout gear are clean and in good working condition.
4. Will perform work-related duties as assigned by immediate supervisor, Chief/ Director.

### **Professional Relations:**

1. Participates as requested in community outreach and the education of other health care professionals and the general public.
2. Respects the needs and rights of co-workers, patients, and the public.
3. Assists in promoting and maintaining positive relationships with the EMS and Fire fields.
4. This position dictates a high degree of confidentiality.

## **Professional Performance Standards**

### **Patient Care**

1. Performs initial and on-going assessment of each patient.
2. Able to assist with the prehospital care of patients at the level of Advanced Life Support (ALS).
3. Works under direct supervision of the Paramedic during ALS care.
4. Accurately, thoroughly, and professionally documents patient care utilizing the prescribed electronic patient care charting system in a timely manner.
5. Collects data in a systematic and continuous manner. This data is accessible, communicated, and recorded.
6. Utilizes the appropriate Medical Control protocols: Recognizes and communicates pertinent changes in health status to the on-line medical control.
7. Performs techniques and procedures as ordered by a physician or outlined in the Medical Control Authority Pre-Hospital Protocols.
8. Operates and drives EMS vehicles in a safe manner and in due regard to public safety.
9. Able to make appropriate patient care decisions based on patient assessments, strong clinical judgment and the best interest of the patient.
10. Able to maintain quality patient care during prolonged transports to the appropriate receiving facilities.

### **Fire/Rescue Operations:**

1. Follows proper fire ground accountability and operates within the fire ground chain of command.
2. Uses proper personal protective equipment at all times.
3. Maintains proper fire ground radio and verbal communication.
4. Ensures personal facial grooming is such as to operate safely during fire operations.
5. Operates and drives fire apparatus in a safe manner and in due regard to public safety.

### **Communications:**

1. The EMT/Firefighter is required to efficiently operate multiple communication devices, which is the primary link to the hospital, emergency physician as well as other responding emergency units.
2. Coordinates by radio with other public safety vehicles, personnel, and agencies.
3. Must be able to speak English fluently.

### **Operation of the Program:**

1. Participates in Fire/EMS staff meetings.
2. Attends all mandatory meetings and completes all assigned trainings as determined by management.
3. Communicates safety concerns to his/her immediate supervisor.
4. Assists in the development and implementation of standards, methods, and tools to improve patient care, fire suppression, fire prevention, and rescue operations.
5. Acts as a preceptor to new personnel and students for orientation to policies, procedures, protocols, equipment, and their role with the Fire/EMS systems.

### **Working Conditions:**

1. EMT/Firefighters work involves a wide variety of duties and atmospheres. Duties range from repetitious maintenance of vehicles and living quarters to unique and demanding extrication problems. Often the work atmosphere consists of extreme weather and fire conditions without adequate lighting, space, safety, and/or personnel.
2. The EMT/Firefighter must be able to adapt in assessing, lifting, and extrication maneuvers that do not negatively impact patients, fellow co-workers, or self.
3. The EMT/Firefighter must be able to work under physical and mental pressure produced by working with patients during emergency and non-emergency transports and in structure fire conditions.
4. May be involved in water/boat and or ice rescue operations.
5. May be exposed to communicable diseases, bodily fluids, or other dangers related to direct patient care.
6. Must be willing to work all types of shifts (i.e. 12 or 24 shifts) to include nights, weekends, and holidays.
7. Accepts and is willing to occasionally work beyond scheduled shift hours due to ongoing operations such as working fires and late EMS runs.

### **Entry / Educational Requirements:**

1. High School graduate or equivalent.
2. Possess and maintain a State of Michigan Emergency medical Technician License.
3. Minimum of one year EMT experience in an active EMS system for fulltime candidates. Part-time candidates may be left to the discretion of the Chief/Director of Emergency Services.
4. Minimum one year of experience as an active firefighter for fulltime candidates. Part-time candidates may be left to the discretion of the Chief/Director of Emergency Services.
5. Must hold and maintain a valid Michigan Driver's License and maintain satisfactory driving record as defined by Green Lake Township insurance carrier.
6. Must have a certified Emergency Driving Class through either the Michigan Firefighters Training Council or the Volunteer Fireman's Insurance Service or equivalent approved by the Chief/Director of Emergency Services
7. Possess and maintain AHA CPR Certification for healthcare providers.
8. Possess PHTLS or ITLS trauma certification within thirty (30) days (or first available course) and maintained thereafter.
9. Must achieve Level of Function within the Northwest Regional Medical Control Authority for the level of EMT within 45days and maintain thereafter.
10. Effective verbal and written communication skills.
11. Computer literacy / skills preferred.
12. Michigan Firefighter Training Council Certified level II.
13. Must pass a criminal background investigation as defined by Green Lake Township policy.
14. Must pass all required medical and drug screenings as defined by Green Lake Township policy.
15. Must be able to pass a physical agility test and must sign a waiver before taking the agility test.

### **Continuing Education Requirements:**

1. Must maintain a current Michigan EMT Licensure as required by the Michigan Department of Public Health, EMS Division.
2. Participates in on-going quality improvement/assurance programs and associated in-service trainings and meetings as well as attend monthly fire and EMS trainings or completes assigned monthly trainings during shifts.
3. Identifies and assists in meeting professional and educational needs of self and other staff.
4. Responsible for tracking one's own CEU's obtained towards any required licenses.
5. Responsible for scheduling one's own recertification of the above mentioned required courses such as BLS, PHTLS, etc.
6. Must maintain current level of function with the Northwest Regional Medical Control Authority and State EMS department.
7. Seeks out and obtains ongoing education for professional development and the betterment of the Department.

### **Personal Qualifications:**

1. Be of sound mental and physical health.
2. Ability to demonstrate sound judgment and completes emergency calls with regards to professionalism.
3. Ability to communicate effectively both in written and verbal interactions.
4. Ability to work effectively alone and as part of a team.
5. Must be at least eighteen (18) years of age.
6. Ability to represent Green Lake Township Emergency Services to the public as a caring and professional service.