

**JOB DESCRIPTION
HIDALGO COUNTY**

EMT/part & full time / EMT Basic

Position

02/2012

Date Issued

EMS-Fire Department

Department

02/2012

Date Reviewed/Revised

EMS-Fire Director

Report to

Hidalgo County Manager

Authorized By

POSITION PURPOSE AND SUMMARY

The Emergency Medical Technician-Basic will perform duties associated with providing rescue services and emergency medical care to the sick and injured in accordance with all applicable laws, regulations, and Hidalgo County's policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The EMT-Basic must possess and apply knowledge and skills necessary to perform the duties of a Basic Emergency Medical Technician, in a dignified and compassionate manner, including: Responding to emergency and non-emergency calls calmly, efficiently and promptly; Administering basic life support to patients at the scene, en route to the hospital, and in a pre-hospital setting, in accordance with federal, state, and local laws, regulations, and standards; Assessing the nature and extent of injury or illness to establish and prioritize medical procedures to be followed; Rescuing and extricating victims of accidents, sudden illness or entrapment using proper rescue and medical techniques; Communicating with professional medical personnel and treatment facilities to obtain instructions regarding further treatment and/or to arrange reception of patients to the appropriate center; Maintaining a safe working environment for the entire team. Completing patient care forms, evaluation forms, and all other forms in a competent and timely fashion. The EMT-Basic must perform all job responsibilities in a manner that protects patient privacy: The EMT-Basic is expected to protect the privacy of all patient information in accordance with Hidalgo County's policies, procedures, and practices, as required by federal [and state] law, and in accordance with general principles of professionalism as a health care provider. Failure to comply with the HCEMS Policies and Procedures on patient privacy may result in disciplinary action up to and including termination of employment or of membership or association with Hidalgo County EMS. The EMT-Basic may access protected health information and other patient information only to the extent that is necessary to complete your job duties. The EMT-Basic may only share such information with those who have a need to know specific patient information. The EMT-Basic is encouraged and expected to report, without the threat of retaliation, any concerns regarding the County's Policies and Procedures on patient privacy and any observed practices in violation of that Policy to the designated Privacy Officer. The EMT-Basic is expected to actively participate in Hidalgo County privacy training and is required to communicate privacy Policy information to coworkers, students, patients and others in accordance with Hidalgo County's Policy. The EMT-B must possess and apply knowledge and skills necessary to perform the duties of a driver of ambulance equipment, including:

Responding to instructions from a dispatcher and driving and operating specially equipped

emergency vehicles to specified locations at a safe and controlled speed, in accordance with federal, state, local law, regulations and standards; Assuring that vehicles are in good working condition at all times, are properly maintained and stocked, have all necessary equipment and this equipment is in good working order at all times; Cleaning, organizing and restocking vehicles in a ready condition after each transport; Receiving requests for emergency and non-emergency ambulance service and other duties-related communication via two-way radio and other communication devices; Maintaining accurate records of ambulance equipment and other emergency equipment and/or personnel dispatched to each emergency and non-emergency request and other operation and administrative data as required to maintain the operational continuity of Hidalgo County's and directed by superiors; Handling telephone communications professionally and efficiently with careful regard to the divulgence of information; Monitoring communication equipment to maintain contact with the dispatcher; Performing rescue operations; and Maintaining apparatus and equipment as out lined in the Standard Operating Procedures Manual. The EMT-Basic must perform routine tasks in and around the ambulance service building, including: Inspecting, routine maintenance, restocking, inventorying and cleaning any apparatus operated by Hidalgo County EMS; Cleaning, doing dishes, emptying trash and other related duties in the ambulance station; Washing and drying towels, coveralls, and other laundry in the provided heavy duty washing equipment; Grounds Maintenance and cleaning. Representing the ambulance service at public service functions, expositions, and other public events; Providing ambulance stand-by services at sporting events or any other activities designated by the ambulance supervisor/manager; and Assist in Training. Performing any other duty related duty related to Hidalgo County EMS as designated by the ambulance supervisor/manager.

The EMT-Basic must also:

Be a team leader, team player, as EMS is a team effort, and providers must provide necessary assistance to ensure system sanitation, readiness and adherence to quality assurance standards; Be flexible, as emergency services operate a 24-hour clock; the paramedics assigned work shift schedule may vary and the paramedic should be available to respond immediately for a call during the assigned work period. The EMT-Basic may be expected to work holidays and weekends. Those employees that have sonority with Hidalgo County EMS will have first priority of their work shifts and other leave. Maintain a thorough working knowledge of local geography, which includes maps, streets, grid book and GPS systems; Maintain a thorough working knowledge of applicable current standards of care, including equipment functions and uses; and Assure that all certifications, licenses and registrations are current. Maintain a suitable personal vehicle that will allow the Paramedic to respond when called to respond to an emergency during on-call time. Maintain a cellular telephone and communicate the phone number to the department. The EMT-Basic shall reside in Lordsburg-Hidalgo County, and have a response time to the EMS station of no more than 10 minutes. (full time only)

QUALIFICATIONS

Education Requirements

The EMT-Basic must have a minimum of either a high school diploma or a GED as evidence of completion of a high school education, and must have and maintain current state Emergency Medical Technician-Basic license and within 3 months of hire complete N.I.M.S IS100 and IS700.

Certificates, Licenses and Registrations

The EMT-Basic must possess and maintain a valid driver's license, current New Mexico EMT-Basic license a CPR card, EVOC certification, and other certifications as required. All certifications card shall be current at all times.

Minimum Experience, Abilities Required and Special Requirements

This position requires one year of experience in the field of rescue and emergency medical services. Additionally, the EMT-Basic must possess basic working knowledge of computer use, and be able to enter necessary data into a computer.

Required Knowledge, Skills, and Abilities

Must be able to give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. Must use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. Must be able to communicate to others to convey information effectively. Must be able to adjust actions in relation to others' actions. Must perform routine maintenance on equipment and determining when and what kind of maintenance is needed. Must understand written sentences and paragraphs in work related documents. Must understand the implications of new information for both current and future problem-solving and decision-making. Must selecting and use training/instructional methods and procedures appropriate for the situation when learning or teaching new things. Must communicate effectively in writing as appropriate for the needs of the audience & teach others how to do something.

Must have the **Knowledge** of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction; information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures; relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions; principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects; chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques, and disposal methods; arithmetic, algebra, geometry, calculus, statistics, and their applications; structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar; human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

Must have the Abilities to listen to and understand information and ideas presented through spoken words and sentences; communicate information and ideas in speaking so others will understand; tell when something is wrong or is likely to go wrong. It does not

involve solving the problem, only recognizing there is a problem; apply general rules to specific problems to produce answers that make sense; combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events); choose quickly between two or more movements in response to two or more different signals (lights, sounds, pictures). It includes the speed with which the correct response is started with the hand, foot, or other body part; exert maximum muscle force to lift, push, pull, or carry objects; keep your hand and arm steady while moving your arm or while holding your arm and hand in one position; bend, stretch, twist, or reach with your body, arms, and/or legs; quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.

It is the policy of Hidalgo County to provide equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or veteran status. Appropriate accommodations, as required by the Americans with Disabilities Act, will be provided.

The above statements reflect the general details considered necessary to describe the essential functions of the job *as* identified and should not be considered as a detailed description of all work requirements that may be inherent in the job.