



Job Title: Emergency Medical Technician

Date: April 1, 2022

Job Grade/Classification: Non-Exempt

Reporting Structure: This position reports directly to the Clinical Supervisor

Supervisory Responsibilities if Applicable (List any Direct Reports): None

Job Summary: This position is under the guidance of the Clinical Supervisor and Shift Coordinator. The incumbent is a member of the medical care team, trained and certified to render supportive care to patients, sustain life at the scene of an accident, injury or illness and during transport to a hospital. The Emergency Medical Technician (EMT) renders appropriate treatment for injuries or illnesses according to the West Virginia Office of Emergency Medical Services (WVOEMS) Protocols and/or as directed by supervision.

Responsibilities, Duties & Accountabilities:

The core, critical and essential work duties, functions and responsibilities of the position are as follows:

- Responsible for responding promptly and efficiently to calls for service, and guided medical care of patients prior to and during transport;
- Responsible for organized verbal and written transfer of patient information to receiving facilities; must complete reports accurately, legibly and timely;
- Performs triage at multi-patient incidents and renders appropriate treatment and transport priorities
- Competently and willingly cooperates with law enforcement agencies, fire departments, and other Emergency Medical Services (EMS) agencies in various situations, where the EMT's life may be placed in danger;
- Complies with law enforcement and accepts the legal responsibilities when working at a crime scene
- Willing to perform duties in inclement weather, performing minor vehicle maintenance and operating an emergency vehicle during extreme weather and traffic conditions;
- Responsible for cleaning, maintaining, and resupplying the ambulance and associated equipment and supplies, in order to maintain a state of readiness for response to calls for service;
- Responsible for attending court appearances when subpoenaed by the State of West Virginia or another legal jurisdiction;
- Competently demonstrates the knowledge and skills necessary to provide care appropriate to patients ranging in age from neonate to geriatric;
- Maintains and practices established organizational policies, procedures, objectives, quality assurance, safety, environmental, infection, and hazardous materials control;
- Ensures the completion of timely and accurate reports and other required documentation for professional services;
- Supports the departmental clinical assignments and projects, maintaining consistency with company policies procedures, which are conducive to quality patient care; Quality Management (QM) as agency policy, based on local and state requirements; ensuring the clinical participation in SJAS Quality Improvement process;
- Maintains professional working relationships with all staff members, senior leadership, clients, training providers, vendors and the general public;
- Responsible for general shift and other duties as assigned;

This job description is not designed to provide a comprehensive listing of duties and activities, which may change within the timeframe of the job description.



- Regular and routine attendance and punctuality is required;
- Availability and willingness to work evenings, weekends and holidays.

Travel Requirements if Applicable:

- As needed and assigned

Position Requirements and Qualifications:

- High School Diploma or Equivalence; College-Level Coursework or Degree in a Related Field is Preferred
- Current and valid Certification at the level of Emergency Medical Technician (EMT) as specified by the West Virginia Office of Emergency Medical Services (WVOEMS) and National Registry of Emergency Medical Technicians (NREMT)
- Current and Valid Certification as a Basic Life Support (CPR) Provider
- Satisfactorily meet all requirements for licensure through WVOEMS including physical, cognitive, background history and any other legal requirements
- Demonstrated strong ability to lead others and remain calm in emergency and extreme situations; Must satisfactorily demonstrate ongoing sound judgment in areas concerning patient care, personal safety, and when dealing with the public sector
- Must satisfactorily attain NIMS courses 100, 200, 700 and 800 required within 6 months of hire date
- Demonstrated professional and ethical disposition, with positive attitude and patience, exercising tact and professionalism in all matters
- Ability to maintain confidentiality and use discretion in dealing with sensitive information, exercising considerable discretion and good judgment, demonstrated conscientious and dependability
- Demonstrated leadership with strong skills and knowledge of protocols, procedures, and processes related to Emergency Medical Services (EMS) education, training, and certifications
- The following physical demands are requirements and must be met in order for the successful performance of the job position: This position requires the incumbent to lift weight of 100 lbs., bend, squat, stand and sit for long periods of time; and in accordance with the West Virginia Department of Motor Vehicles (DMV), meet the required vision standard of at least 20/40 with or without correction

Preferred Qualifications:

- Pediatric Education for Pre-hospital Providers (PEPP) Provider or Instructor
- International Trauma Life Support (ITLS) Provider or Instructor
- Basic Life Support (CPR) Instructor
- Six months to one year patient care experience
- Working knowledge of rescue ropes and knots, vehicular extrication, low and high angle rescue and hazardous materials control

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