

# Elko County Ambulance Department Volunteer Opportunity Announcement



## **VOLUNTEER POSITIONS INCLUDE:**

- Driver Only (Wells and Jackpot Stations Only)
- Basic Emergency Medical Technician
- Advanced Emergency Medical Technician
- Paramedic

**APPLICATION DEADLINE:** November 3, 2017

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Elko County Ambulance Service is seeking qualified Ambulance Volunteers. Ambulance Volunteers will be under the general supervision of the Elko County Ambulance Director and Elko County Officers. Volunteers may serve at the Elko, Wells, or Jackpot Stations. Volunteers will perform duties associated with providing rescue services and emergency medical care to the sick and injured. Volunteers also participate with staffing special events standbys.

Candidates must possess or be eligible for possession of a Nevada EMT, AEMT, or Paramedic certification and Nevada Attendant License. Preference is given first to Paramedic candidates, second to AEMT candidates, and third to EMT candidates. Volunteers are expected to maintain a professional appearance at all times when representing the Ambulance Service. Volunteers are expected to maintain active participation with the Ambulance Service staffing ambulances for 911 response and special event coverage.

- Minimal stipend provided to help defray cost of volunteering.

Obtain an application and full job description at [www.elkocountynv.net](http://www.elkocountynv.net).

Elko County Human Services  
540 Court St, Suite 105 (Physical Address)  
571 Idaho St. (Mailing Address)  
Elko, NV 89801  
(775) 738-4375 phone  
(775) 738-5984 fax

**Elko County is an Equal Opportunity Provider and Employer.**

**In compliance with applicable laws reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations.**



**ELKO COUNTY  
HUMAN SERVICES**  
571 Idaho Street  
Elko, NV 89801  
775.738.4375  
775.738.5984 (fax)

**Job Code: 18901**  
**Date Est.:**  
**Last Rev.: 9/2017**  
**FLSA: Volunteer**  
**Probation: N/A**

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## **AMBULANCE VOLUNTEER**

### **DEFINITION**

Under the direction of the Ambulance Director and Elko County officers, serves at the Elko, Wells, or Jackpot Station. The ideal volunteer 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 Elko County Ambulance Service policies.

A person may volunteer in any one of the following capacities so long as they hold the appropriate certifications with the State of Nevada: Driver Only, Basic EMT, Advanced EMT, or Paramedic.

- This position has been identified as affecting public safety.
- Persons volunteering in this position may be subject to passing random screening for alcohol and controlled substances as required by Elko County policy.
- Members of ECAS must pass a thorough medical examination as well as recertify every two years.
- Members of ECAS must pass a background check as required for certification.

### **DISTINGUISHING CHARACTERISTICS**

While a volunteer receives a nominal fee, in accordance with FLSA, to be considered a volunteer one must:

- Perform hours of service for a public agency for civic, charitable, or humanitarian reasons, without promise, expectation, or receipt of compensation for services rendered.
- Offers services freely and without pressure or coercion.
- Is not otherwise employed by the same public agency to perform the same type of services as those for which the individual proposes to volunteer.

### **SUPERVISION RECEIVED AND EXERCISED**

Volunteers assigned to the Elko station will receive direct supervision from the Elko County Ambulance Director and Assistant Ambulance Director. Volunteers assigned to the Wells and Jackpot stations will receive direct supervision from the Station Coordinator or designee with oversight from the Elko County Ambulance Director and Assistant Ambulance Director.

## **EXAMPLES OF DUTIES**

*The following duties are typical for this position. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

The incumbent must possess and apply knowledge and skills necessary to perform the duties of an emergency medical technician and rescuer, in a dignified and compassionate manner, including:

- Responding to emergency and non-emergency calls calmly, efficiently and promptly.
- Staffing special event standbys to include providing BLS or ALS care to patients at event, arranging transport if necessary, and completing documentation for the event standby.
- Administering basic and advanced 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, standards, and Elko County Ambulance guidelines.
- 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.
- Treating patients at the scene, en route to the hospital, and in a pre-hospital setting, in accordance with federal, state, local, laws, regulations, and standards.
- 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 order at scenes, including crowd disbursement and restraint of family and friends.
- Completing patient care forms, insurance forms, evaluation forms, and all other forms in a competent and timely fashion.

The incumbent must perform all job responsibilities in a manner that protects patient privacy:

- The incumbent is expected to protect the privacy of all patient information in accordance with the Department's privacy 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 Department's Policies and Procedures on patient privacy may result in disciplinary action up to and including termination of membership or association with Elko County Ambulance.
- The incumbent may access protected health information and other patient information only to the extent that is necessary to complete your job duties. The incumbent may only share such information with those who have a need to know specific patient information you have in your possession to complete their job responsibilities related to treatment, payment or other Department operations.
- The incumbent is expected to report, without the threat of retaliation, any concerns regarding the Department's Policies and Procedures on patient privacy and any observed practices in violation of that Policy to the Ambulance Director and Compliance Officer.
- The incumbent is expected to actively participate in Department privacy training and is required to communicate privacy Policy information to partners, students, patients and others in accordance with Department Policy.

The incumbent 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 Elko County Ambulance and as directed by superiors.
- Handling telephone communications professionally and efficiently with careful regard to the divulgence of information.
- Coordinating requests for non-emergency transports in accordance with the non-emergency transport policies.
- Monitoring communication equipment to maintain contact with the dispatcher.
- Performing rescue operations.
- Maintaining apparatus and equipment.

The incumbent must perform routine tasks in and around the ambulance service building, including:

- Checking, restocking, inventorying and cleaning any apparatus operated by Elko County Ambulance.
- Cleaning, doing dishes, emptying trash and other related duties in the ambulance station.
- Washing and drying towels, uniforms, and other laundry in the provided laundry equipment.
- Representing the ambulance service while on duty 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 Director.
- Performing any other duty related to Elko County Ambulance as designated by the Ambulance Director.

The incumbent must also:

- Be a 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 on a 24-hour clock; the incumbent's assigned work shift schedule may vary and the incumbent should be available to respond immediately for a call during the assigned work period, and the start and shift times may vary due to the nature of the business.
- Maintain a thorough working knowledge of local geography, which includes maps, streets, and grid book systems.
- Maintain a thorough working knowledge of applicable current standards of care, including equipment functions and uses.
- Assure that all certifications, licenses and registrations are up-to-date.

## **QUALIFICATIONS**

### **EXPERIENCE AND EDUCATION**

EMT is a requirement. Each incumbent must have successfully completed an EMT Program and possess or is eligible for possession of a Nevada EMT Certificate and Nevada Ground Attendant License. For the Wells and Jackpot Stations only an incumbent may be certified CPR Certified and possess or be eligible for possession of a Nevada Driver's Only Endorsement, in which case EMT may not be a requirement.

An AEMT is a preferred incumbent. AEMT incumbents must have successfully completed an AEMT Program and possess or is eligible for possession of a Nevada AEMT Certificate and Nevada Ground Attendant License.

Paramedics are highly preferred incumbents. Paramedic incumbents must have successfully completed a Paramedic Program and possess or is eligible for possession of a Nevada Paramedic Certificate and Nevada Ground Attendant License.

### **LICENSES OR CERTIFICATES**

As a Driver Only the incumbent must possess and maintain the following:

- Valid Driver's License
- State of Nevada Ambulance Attendant's License
- American Red Cross CPR for the Professional Rescuer and/or American Heart Association BCLS Certification or equivalent as approved by the State of Nevada.
- EVOC/EVDT certification

EMT Basic or Advanced must possess and maintain the following requirements in addition to those required as a Driver Only:

- Nevada Basic or Advanced Emergency Medical Technician Certification
- Hazardous Materials Awareness
- Weapons of Mass Destruction Training
- ICS 100
- ICS 200
- ICS 700
- ICS 800

Paramedics are required to have the following certifications in addition to those required as an EMT and Driver Only:

- ACLS
- PALS or PEPP
- ILTS or PHTLS

### **MACHINES / TOOLS / EQUIPMENT**

The incumbent must possess basic working knowledge of a Windows®-compatible computer, and be able to enter necessary data into a computer.

### **PHYSICAL REQUIREMENTS, COGNITIVE FUNCTIONS & WORKING CONDITIONS**

***The physical demands, work environment factors and cognitive functions described below are representative of those that must be met by a volunteer to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.***

**PHYSICAL REQUIREMENTS:**

While performing the duties of this job, the volunteer is regularly required to speak and hear in team settings and/or one-on-one conversations. The volunteer is frequently required to sit and use hands to finger, handle, or feel. The volunteer is regularly required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and taste or smell.

This position requires field work and riding in an ambulance, involving frequent sitting, walking, standing, bending, and moderate squatting, crouching, kneeling, twisting, crawling and climbing, and working in awkward positions when moving patients from all types of locations and within the emergency vehicle. This requires frequent lifting of up to 100 lbs. This position will be required to perform various lifts and transfers of patients who may require the use of one or more of the following items: stretcher or backboard, stair chair, neonate isolet, and possibly a two-person manual transfer. This position will require partnering with another EMT to lift, carry, push, pull, maneuver, balance and transfer from one surface to another a body weight of up to 300 lbs, and additional equipment weight. This position requires manual dexterity of frequent simple and power grasping of both hands, moderate use of fine manipulation with both hands, and frequent pushing and pulling and reaching above and below shoulder level. This position also requires frequent use of foot controls when driving, utilizing stretchers, or operating other medical equipment with foot controls.

Hearing: Must be able to hear and understand information provided by patients, family or bystanders; must be able to hear breath sounds and accurately determine auscultated blood pressures; must be able to differentiate separate conversations in active, distracting environments; must be able to hear and understand radio traffic when responding with lights and sirens.

Speech: Must be able to speak and enunciate clearly and at a level audible to others in loud conditions, must be able to speak clearly in stressful situations, must be able to verbally communicate with patients, families and other emergency personnel.

Vision: Requires ability to identify and distinguish colors, clear vision at 20 inches or less (close vision) and clear vision at 20 feet or more (distant vision), peripheral and depth vision, as well as ability to adjust focus.

**COGNITIVE FUNCTIONS:**

Must be able to analyze many variables and choose the most effective course of action for responding to calls, treatment and transportation of patients, and interaction with family members, facility personnel, and others. Must be able to handle novel and diverse work problems on a daily basis, including high pressure trauma scenes. Personal maturity and sound judgment are important attributes. Must be able to relate, communicate and interact with people at all levels within the Company and at customer facilities, as well as with people of diverse backgrounds, age levels ranging from infant to senior, disparate levels of comprehension, and potentially dealing with confused and agitated patients or family members. Requires ability to analyze, evaluate, compare, and compile information, and the ability to coordinate, communicate, and instruct.

Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills: Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as, percentages, ratios, and proportions to practical situations.

Reasoning: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**TYPICAL WORK ENVIRONMENT:**

This position may require driving an emergency vehicle throughout shifts of varying durations (up to 24 hours), use of stretchers, ventilators and other medical equipment; walking on uneven or slippery ground depending on the location in which the transport occurs; exposure to red lights and sirens on ambulance and other emergency responder vehicles; exposure to various weather conditions, day and evening shifts; potential exposure to dust, smoke, gas, fumes or chemicals (e.g. idling ambulances, responding to vehicle accidents); working at heights and/or in confined spaces (depending on the call); and potential for exposure to blood-borne pathogens, known and unknown medical conditions (protective materials are provided and precautions are required). There is potential for bodily harm or death from violent patients, bystanders, or other dangers.

**DISCLAIMER**

*The information provided in this description is designed to indicate the general nature and level of work performed by incumbents within this position. It is not to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this position. Management has the sole discretion to add or modify the duties of the position and to designate other functions at any time. This position description is not an employment agreement or contract.*

**ACKNOWLEDGMENT**

I, \_\_\_\_\_, have read this position description in its entirety and fully understand the expectations, requirements and hazards associated with this position, and that the job description and duties are subject to change at the discretion of the Ambulance Director. I also understand that as a member of Elko County Ambulance Service, the Elko County Ambulance Service or I may terminate the relationship at any time, without notice, and for any lawful reason.

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Date