

Position opens: January 4, 2019

Elko County Human Services Employment Opportunity Announcement

POSITION: Part-time Advanced Emergency Medical Technician (EMT)
(2 positions)

SALARY: \$12.00 per hour

APPLICATION DEADLINE: January 18, 2019

Elko County Ambulance Service is seeking qualified candidates for the position of Advanced Emergency Medical Technician (EMT). The Advanced EMT 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.

This is a part-time position which requires the employee to work a minimum of 9 shifts per quarter and will cover shifts in both the Elko and Wells, NV stations as needed to provide coverage to ensure operational continuity. This position has been identified as safety sensitive and will be required to successfully pass a pre-employment drug and alcohol screening as well criminal background check. As a condition of continued employment, will be required to successfully pass random drug and alcohol screening. Must pass a thorough medical examination and recertify every two (2) years.

Obtain an application and full job description at 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: 18904
Last Rev.: 12/2018
FLSA: Non-exempt
Probation: N/A

PART-TIME ADVANCED EMERGENCY MEDICAL TECHNICIAN

DEFINITION

The ideal Part-Time Advanced Emergency Medical Technician (“incumbent”) 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 and protocols.

- This position has been identified as affecting public safety.
- Persons offered employment in this class must pass a pre-employment screening to alcohol and controlled substances. As a condition of continued employment, this position is subject to passing random screening for alcohol and controlled substances as required by Elko County personnel policies.
- Persons offered employment must pass a thorough medical examination as well as recertify every two (2) years.
- Persons offered employment must pass a criminal background check.

DISTINGUISHING CHARACTERISTICS

This is a part-time, at-will position which is required to work at least 9 shifts (24 hours) per quarter (or equivalent hours), not to exceed 980 hours per fiscal year. Incumbents are required to submit shift availability via an online scheduling platform.

Incumbents may be assigned to work at either the Elko or Wells station in order to cover staffing needs to meet operational requirements.

SUPERVISION RECEIVED AND EXERCISED

Employees assigned to the Elko station will receive direct supervision from the Elko County Ambulance Director, Assistant Director, or designee. Employees assigned to the Wells station will receive direct supervision from the Station Coordinator with oversight from the Elko County Ambulance Director, and/or Assistant Ambulance Director. An incumbent in this position is not a department supervisor but may be assigned as the “lead” Elko County Ambulance Service representative and is expected to direct and coordinate other personnel (Emergency Medical Responders or Emergency Medical Technicians) in both patient care and operational circumstances in the absence of the Ambulance Director, Assistant Ambulance Director, or Station Coordinator.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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 Advanced Emergency Medical Technician (Advanced EMT), in a dignified and compassionate manner, including but not limited to:

- Responding to emergency calls calmly, efficiently and promptly.
- Staffing special event standbys to include providing BLS and ALS care to patients at event, arranging transport if necessary, and completing documentation for the event standby.
- Staffing interfacility transfers to include providing BLS or ALS care to patients being transferred between medical facilities and completing documentation for the patient transfer.
- 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, and standards, and in accordance with Elko County Ambulance Service policies and guidelines.
- Assessing the nature and extent of injury or illness to establish and prioritize medical procedures to be followed. Relies on experience and judgement to plan and accomplish operational and patient care goals.
- Rescuing and extricating victims of accidents, sudden illness or entrapment using proper rescue and medical techniques within scope of training.
- 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, and in accordance with Elko County Ambulance Service policies, rules, and guidelines.
- Effectively 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 protection of the scene.
- Completing patient care forms, insurance forms, evaluation forms, and all other forms and documentation in a competent and timely fashion.
- Adhere to and follow all policies and procedures concerning safety and contamination by blood borne pathogens.
- Educate and/or train Ambulance Service personnel, EMS trainees, students, and the public.
- Functions as the lead Ambulance Service staff member when interacting with public safety agencies, local government officials, and others as assigned.

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

1. The incumbent is expected to protect the privacy of all patient information in accordance with Elko County Ambulance Service'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 Elko County Ambulance Service's policies and procedures on patient privacy may result in disciplinary action up to and including termination of employment or of membership or association with Elko County Ambulance Service.
2. The incumbent may access protected health information and other patient information only to the extent that is necessary to complete job duties or an assignment. The incumbent may only share such information with those who have a need to know in order to complete their job duties, including responsibilities related to treatment, payment or other Elko County Ambulance Service operations.
3. The incumbent is expected to immediately report, without fear of retaliation, any possible breaches, potential violations, or observed practices which may compromise patient privacy in violation of Elko County Ambulance Service's policies and procedures to the Ambulance Director and Compliance Officer.
4. The incumbent is expected to actively participate in Elko County Ambulance Service privacy training as determined by the Department and is required to clearly communicate privacy policy information to partners, students, patients and others in accordance with Elko County Ambulance Service policy.

The incumbent must possess and apply knowledge and skills necessary to perform the duties of an operator of ambulance service equipment, including but not limited to:

- Promptly 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, and in accordance with Elko County Ambulance Service policies, rules, and guidelines.
- 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. Must report any equipment not in good working condition to the Ambulance Director as soon as practical.
- Cleaning, organizing and restocking vehicles in a ready condition after each transport.
- Receiving and responding to requests for emergency and non-emergency ambulance service and other duties-related communication via two-way radio or 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 Service and as directed by superiors.
- Properly document each transport on the approved Patient Care Report in a timely manner in accordance with Elko County Ambulance Service policies and procedures.
- Handling telephone communications professionally and efficiently with careful regard to

the divulgence of information.

- Coordinating requests for non-emergency transports in accordance with the Elko County Ambulances Service's non-emergency transport policies, procedures, or practices.
- Monitoring communication equipment to maintain contact with the dispatcher and other EMS units.
- Performing rescue operations.
- Maintaining apparatus and equipment in accordance with all policies, procedures, and direction.

The incumbent must perform routine tasks in and around the ambulance service building, including but not limited to:

- Checking, restocking, inventorying and cleaning any apparatus operated by Elko County Ambulance Service.
- Station duties including cleaning, doing dishes, emptying trash and other related duties in the ambulance station.
- Washing and drying towels, uniforms, personal protective equipment, and other laundry in the provided laundry equipment.
- Representing the ambulance service while on duty at public service functions, expositions, and other public events.
- Positively 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, Assistant Ambulance Director, or designee.
- Performing any other duty related to Elko County Ambulance Service as designated by the Ambulance Director or Assistant Ambulance Director.

The incumbent must also:

- Be timely and consistent in attendance. Reporting as scheduled and fit for duty is a key performance expectation for all Elko County Ambulance Service personnel. Regular and reliable attendance is a requirement and essential function of all positions.
- 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.
- Conduct him/herself in a courteous, helpful, dignified, and professional manner at all times when dealing with patients, co-workers, supervisors, and/or the public.

QUALIFICATIONS

- Meet all pre-employment requirements as defined by the Elko County Human Resources Department.
- Meet satisfaction of authorization and continued endorsement by the Elko County Ambulance Service's Medical Director.

EXPERIENCE AND EDUCATION

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:

- Must have a minimum of either a high school diploma or a GED as evidence of completion of a high school education.
- Minimum of two (2) years experience in the field of rescue and emergency services, preferably at the Advanced EMT level.
- Associate's degree in a related field of study from an accredited institution, preferred.

CERTIFICATES, LICENSES OR CERTIFICATES

Continued employment is contingent upon all required licenses and certificates being maintained in an active status without suspension or revocation, including completing all required continuing education credits as required by the licensing agency or certifying body.

- Valid and unrestricted Nevada driver's license
- State of Nevada Advanced Emergency Medical Technician Certification
- State of Nevada Ambulance Attendant's Endorsement (within 90 days of hire mandatory)
- CPR for the Professional Rescuer, Healthcare Provider, or equivalent
- EVOC/EVDT certification
- Hazardous Materials Awareness
- ICS 100
- ICS 200
- ICS 700

- ICS 800
- Other certifications as required by Elko County Ambulance Service policies or directives.

Preferred additional credentials:

- Valid and Unrestricted Nevada Commercial Driver's License
- National Registry of Emergency Medical Technicians Advanced EMT Credential
- ICS 300
- ICS 400
- Nevada EMS Instructor Endorsement
- Nevada Immunization Endorsement
- Certifications in additional EMS related disciplines such as ACLS, AMLS, PEPP, PALS, etc.
- Instructor credentials in additional EMS related disciplines

Elko County reserves the right to waive any of the minimum qualifications for those applicants whose general or specific qualification would otherwise qualify the applicant for the position or lead the appointing authority to believe that the applicant is capable of performing the assigned duties and fulfilling the needs of the Department.

OTHER ABILITIES REQUIRED AND SPECIAL REQUIREMENTS

Must possess basic working knowledge of a Windows® compatible computer and be able to enter necessary data into a computer. The incumbent must possess basic working knowledge of smartphones, tablets, and GPS devices and be able to enter necessary data into the device.

Part-Time Advanced EMTs generally work up to 36 hours per pay period. Part-Time Advanced EMTs may be scheduled more hours or less hours per pay period based on the needs of the department, staff availability, and other requirements. Part-Time Advanced EMTs will not be scheduled for greater than 980 hours in a fiscal year.

Part-Time Advanced EMTs will be issued department approved uniforms and must wear them while on duty; additionally, Part-Time Advanced EMTs will be responsible for the maintenance and cleaning of their issued uniforms.

Elko County Ambulance Service requires that all new staff complete the department level Field Training and Evaluation Program appropriate to their level of certification (i.e. Advanced EMT). For new hire part-time employees, the staff member must complete Phase I and Phase II within three months of hire. New hire part-time employees may make a written request to the Ambulance Director to extend the FTEP up to an additional three months, for a total of six months. New hire part-time employees are paid for training shifts and those hours are calculated towards the fiscal year cap on hours.

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 the incumbent 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 incumbent is regularly required to speak and hear in team settings and/or one-on-one conversations. The incumbent is frequently required to sit and use hands to finger, handle, or feel. The incumbent 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 emergency 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).

RESIDENCY PREFERENCE

As a small department, in order to ensure the ability to flex extra personnel and resources during high volume periods, mass-casualty incidents, applicants who maintain a residence and reside within Elko County may be given preference when hiring.

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.