



Troy Township EMS



Announces job openings for the position of: Part-Time EMT, Advanced EMT, & Paramedic

Minimum Qualifications

EXPERIENCE AND TRAINING:

- ❖ Completion of high school or possession of a high school equivalency diploma
- ❖ Preferred one (1) year experience at your current certification
- ❖ Current certification in CPR, ACLS(Paramedic), PALS(Paramedic)
- ❖ Possess and maintain a valid motor vehicle operator's license and an acceptable driving record as deemed by our township's insurance carrier.

JOB DESCRIPTION:

Work duties include but are not limited to: Providing emergency medical assistance at the basic or advanced life support in conjunction with our department's written medical protocols as prepared by the department's medical director or as ordered by online medical direction as allowed by their individual scope of practice. The Employee will be responsible for operating an emergency medical vehicle to and from scenes of illness or injury in various weather conditions, observing all road and vehicle laws as well as the standards set forth by Troy Township EMS. Employees shall be able to complete a medical & trauma patient assessment quickly & thoroughly. The Employee also needs to be able to monitor vital signs and symptoms for changes or additional problems/complications. He or she needs to prioritize interventions and treatments based on severity of patient condition. They need to perform interventions in an accurate and safe manner according to written medical protocols and scope of practice. Employees shall maintain clear communications and good working relationships with but not limited to their fellow responders, hospital personnel, or supervisory staff as to the needs of the patient or to the needs of the employee. Employee needs to be able document the appropriate and accurate patient information on the medical record charting systems and ensure patient/incident information is secure and confidential at all times.

Employees shall test and maintain basic and advanced life support equipment and instruments for proper operation; inventories and restocks drugs and medical supplies; maintains inventory of medical supplies and medications; inspects and cleans ambulances; maintains station, and perform other duties as assigned.

OTHER JOB RELATED INFORMATION:

- ❖ Part-time employees will be on duty for twelve (12) hour shifts, three hundred sixty five (365) days a year. During those hours, part-time employees will be required to complete scheduled duties and respond to emergency calls with available part-time employees or volunteers. If no volunteers are available, the part-time employee shall request for the next most appropriate mutual-aid department and respond to the scene to start treatment until the mutual-aid department arrives. Part-time employees must be motivated to complete their assigned tasks on their own without constant and direct supervision.

- ❖ Part-time employees are required to be physically able to carry equipment, assist in lifting patients, assist in extricating patients from various situations, and sometimes endure physically challenging situations. Meeting the physical challenges is important to the safety of yourself, your fellow EMT's and the patients we serve.
- ❖ Part-time employees shall be required to provide and wear their own approved black safety toe boots while on duty. Troy Township EMS shall issue two (2) uniform navy blue T-Shirts (employees choice of long sleeve or short sleeve), two (2) pair of navy blue EMS or four pocket style pants, a duty belt, and one (1) 5.11 job shirt which will be required to be worn by the employee only while on duty.
- ❖ All part-time employees shall be required to abide by the Medical Protocols, Standard Operating Guidelines, Employee Handbook, Salary Policy, and any other rules and regulations set forth by Troy Township EMS, Troy Township Trustees, and/or the State of Ohio. Part-time employees shall adhere to the Troy Township command structure and be able to operate in a cooperative team-like manner with all personnel.
- ❖ Part-time employees shall be required to complete and properly document the completion of daily station duties, vehicle and equipment inspections as assigned when not on emergency calls. Failure to complete daily and assigned job duties and proper documentation shall be grounds for disciplinary action. Failure to abide by Medical Protocols, Standard Operating Guidelines, Employee Handbook, or the department command structure will be grounds for disciplinary action up to employment termination. Disrespectful, abusive, or negligent conduct towards the public, the volunteers, or the command staff shall be grounds for disciplinary action up to employment termination.
- ❖ Part-time employees will occasionally be responsible for attending mandatory trainings and updates posted by the EMS Chief or a designee. These trainings will be posted with as much advanced notice as possible to give all employees a chance to work out any schedule conflicts that would arise from such trainings or events. If schedule conflicts are unable to be worked out the employee must make contact with the officer scheduling the training or event so other arrangements can be made. Failure to regularly attend mandatory trainings or make other arrangements for being unable to attend could result in disciplinary action up to termination of employment.
- ❖ Part-time employees are welcome to attend the monthly business meeting held on the first (1st) Tuesday of every month. Part-time employees are also welcome participate in the Fire & EMS drills and trainings on the second (2nd), third (3rd), and fourth (4th) Tuesdays of each month. All drills and trainings will begin promptly at 7:00 pm unless otherwise posted.
- ❖ Part-time employees will be required to regularly submit at a minimum of four shifts including one weekend shift of availability each month to be considered an active part-time employee. This does not guarantee the employee the days and hours that were submitted, but shows that they are available and willing to work. Availability must be submitted by the deadline each month to the EMS Chief. Failure to regularly submit your availability or minimum availability will be grounds for termination.