

**Whitewater Township Ambulance Service  
EMT-A Job Description**

**Job Title: EMT-Advanced**

General Description:

The EMT-A shall:

1. Accompanies and leads Ambulance Crew on calls by performing the following duties.
2. Responsible to the Ambulance Coordinator.
3. Assist in the development of the service.
4. Follow Whitewater Township Ambulance Service Policy & Procedures & Protocols

**Qualifications**

1. Knowledge and technical skills for EMT-A level of licensure, including successful completion of First Trauma Care. Ability to document pharmaceutical kit, conduct radio communications with Grand Traverse County Dispatch and other agencies as required.
2. Comfortably performs initial and ongoing assessment of each patient, using EMT-A techniques and procedures, with their scope of practice. Accurately collects, communicates, records and protects patient data to provide superior patient care and complete Northwest Regional Medical Control Authority (NRMCA) reporting requirements.
3. Ability to engage in oral or written communication as required minimizing intense situations between patient, family members, bystanders, and effectively completing Image Trend, NRMCA EMS Interim Field Notes, WTAS Patient Field Report, and Munson's Patient Registration Reports.
4. Demonstrates professional leadership and teamwork qualities to assure scene control by organizing, prioritizing and paying close attention to detail, as required in the absence of the Ambulance Coordinator.
5. Exhibits the ability to interpret conditions, come to conclusion, and act quickly to intervene in potential life-threatening situations.
6. Knowledge of Michigan statutes and Northwest Regional Medical Control Authority regulations.
7. Knowledge of Whitewater Township's unique roads, both private and public, driveway accesses, its many lakes, streams.
8. Maintain a valid driver's license.

**Physical Demands**

Good general health. The work can be physically demanding including walking, standing, lifting, stooping, kneeling, climbing, balancing, reaching, feeling with hands and arms, and occasionally lifting of 90 plus pounds.

**Work Environment**

Examples provided are a small representation of the hazards you will occasionally encounter during your employment. While performing the duties of this job, you may be exposed to bloodborne pathogens, communicable diseases, dangerous chemicals, adverse weather condition, fire, high speed vehicular traffic, airborne particles, smells, and graphic scenes.

**Salary**

Hourly wage according to the Whitewater Township Graded Wage Scale as amended, Ambulance Personnel Wages Resolution #11-04, Ambulance Pager Duty Salary Resolution #14-11, where applicable.

**Hours of Work**

The EMT-A shall be considered a part-time employee, working a flexible schedule up to 24 hours per week.

**Typical Duties Include, But Are Not Limited To:**

1. Assist other ambulance staff in the lifting and all patient care requirements as needed.
2. Clean and sanitize all interior ambulance surfaces and equipment post run or as needed in preparation of future service.
3. Perform routine ambulance operational inspections of lights, sirens, radio equipment, medical equipment, and be responsible for ambulance exterior appearance.
4. Conduct daily supply inventory of ambulance(s). Maintain adequate supply inventory for replenishing needs.
5. Actively participate in regular ambulance staff meetings and training opportunities to enhance services to the patient.
6. Carry out supervisory duties of other ambulance staff as directed by the Ambulance Coordinator.
7. Complete all necessary departmental paperwork and reports including, but not limited to, payroll documents in a timely manner, as directed by the Ambulance Coordinator.
8. Conduct other tasks as directed by the Ambulance Coordinator.

I have read the above job description and fully understand the conditions set forth therein. I will perform these duties to the best of my knowledge and ability.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_