



ABERDEEN FIRE DEPARTMENT, INC.

Job Announcement/Description

Division/Department:	Emergency Medical Services (EMS)
Location:	21 N. Rogers Street, Aberdeen, MD 21001
Job Title:	Emergency Medical Technician (EMT)/ Basic Life Support (BLS) Provider
Closing Date:	November 30, 2016

Type of Position:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input checked="" type="checkbox"/> PRN - As Needed <input type="checkbox"/> Intern
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GENERAL DESCRIPTION

An EMT functions as a primary care provider in the pre-hospital setting. The EMT is responsible for all aspects of care provided to the sick and injured. The EMT provides basic life support, including patient assessment, airway management, use of the automatic defibrillator and assisting patients with taking some of their own medications. The EMT is responsible for driving the ambulance in a safe manner under all conditions. The EMT must have a thorough knowledge of the street, highway and addressing system in which he or she will be working. The EMT will work under the direction of an Advanced Life Support (ALS) provider and assume a support role. The EMT must understand all applicable legal, moral and ethical issues surrounding emergency medical service. The EMT must be dedicated to continued learning through continuing education and maintenance of licensures and certifications.

The EMT must be confident and accept the challenge and high degree of responsibility entailed in this position. The EMT must have excellent judgment, be able to prioritize decisions and act quickly in the best interest of the patient. The EMT must be able to function at an optimum level in a non-structured environment that is constantly changing. The EMT must be able to remain calm while working in difficult and stressful situations, and stay focused while carrying out the functions of the position. Good judgment is essential, along with knowledge and technical skills. The EMT must possess excellent verbal communication skills and be capable of adapting to situations with violence and emotional instability in multicultural settings. The EMT must possess critical reasoning skills and be capable of applying them effectively in stressful situations. Self motivation is essential.

ESSENTIAL JOB FUNCTIONS

- Provides and directs fast, efficient Basic Life Support to the ill and injured utilizing all basic abilities and techniques
- Recognizes and understands a medical emergency and makes reasonable and acceptable differential diagnosis;
- Performs critical physical examinations;
- Deals with medical and emotional needs of any victim of acute illness or injury with the goal of reducing mortality and morbidity;
- Responsible for assisting with managing and directing all first responders at the scene of a medical emergency
- Lifting the stretcher (be able to lift and carry 125 pounds),
- Assists in lifting and carrying the patient in and out of the ambulance and into the receiving medical facility
- Responsible for quality patient-care as established by the Department;
- Files standardized reports of patient information and care for the use of receiving hospital and administration, including nature of request for aid, pertinent past history, therapy provided diagnosis, disposition and sufficient patient information for billing purposes;
- Maintains effective communication with emergency department staff on duty at hospital to relate patient condition and obtain orders for treatment from physicians;
- Determines that the vehicle is in proper mechanical condition.
- Maintains familiarity with specialized equipment used by the service
- Makes careful check of all equipment so that the ambulance is ready for the next run

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ESSENTIAL JOB FUNCTIONS - Continued

- Follows standard written protocols when a physician cannot be contacted based on the Maryland Medical Protocols for Emergency Medical Service Providers;
- Transports the ill and injured to institutions of medical care;
- Operates emergency vehicles in a safe manner under all conditions;
- Cleans and maintains equipment;
- Restocks and replaces used linens, blankets and other medical supplies
- Properly completes patient statistics and medical information forms for administrative use;
- Performs technical rescues in removing victims from varied terrain and circumstances; and
- Follows standard operating policies and procedures as developed and interpreted by the EMS Administrator, Chief or designee, and the Board of Directors.

ADDITIONAL EXAMPLES OF WORK PERFORMED

- Cleans and maintains (minor maintenance) vehicles;
- Cleans and maintains living quarters;
- Maintains records of vehicles, supplies, training and daily work; and
- Performs other related duties as assigned

MINIMUM QUALIFICATIONS

LICENSES & CERTIFICATIONS

- A current, valid **certification** from the Maryland Institute for Emergency Medical Services Systems as a **Emergency Medical Technician (EMT)**
- Must have at least **three (3) years of experience** in **EMS pre-hospital emergency medical care** including advanced and basic life support
- Must have a valid driver's license with a good driving record
- Must have valid proof of certificate of completion from an **emergency vehicle operator course (EVOC)** that either meets or exceeds the curriculum of the Maryland Fire & Rescue Institute (MFRI) – EVOC
- Must have a minimum of **three (3) years driving** and operating an emergency ambulance in a **911** or public safety capacity
- Preference will be given to EMTs who currently are cleared to function as IV-TECHS within Harford County

Any combination of education, training, and/or experience, which demonstrates competence in each of the following:

Good knowledge of the street systems, addresses and physical layout of the City of Aberdeen and Harford County and of the rescue equipment and the emergency medical equipment used in Basic Life Support.

Good ability to perform technical medical skills with a high degree of accuracy; understand and effectively deal with emotional and medical needs of victims of injuries, acute illnesses, or psychological emergencies; maintain a professional and objective approach to the care of ill or injured persons; learn new concepts in rescue and medical skills and techniques and in pre-hospital care; perform a variety of limited mechanical work involved in the use, testing and maintenance of rescue and medical equipment; direct the work of and teach other personnel; understand and follow oral and written instructions and orders; maintain a professional attitude when representing the Department; establish and maintain effective working relationships with other employees, assisting agencies, hospital personnel and the general public; drive and operate emergency ambulance units; and author reports with narrative and numeric information.

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SELECTION PROCESS

The training and experience of each candidate will be evaluated for appropriateness and quantity. It is essential, therefore, that you give complete and accurate information on your application. Vagueness or omission may prevent you from being considered for this position. All candidates indicating the minimum qualifications on their applications will be notified when and where to appear for the pre-employment examination. Qualified candidates will be graded, with conditional employment offer made from all candidates within the top scores.

SUPPLEMENTAL INFORMATION

SCOPE OF TESTING:

1. WRITTEN EXAM – Multiple Choice
2. PRACTICAL EXAM – Adult BLS Mega code

ELIGIBILITY: Qualified candidates who have successfully completed the WRITTEN and PRACTICAL Exam, will be considered for vacancies as they arise, for a period of at least one year. The decision of the EMS Administrator, Chief or designee, and Board of Directors with respect to acceptable minimum qualifications is final.

PHYSICAL EXAMINATION: Eligible candidates must pass a job-related physical examination administered by the City.

DRUG TESTING: The Aberdeen Fire Department’s pre-employment physical examination for all applicants will include substance abuse testing.

CRIMINAL BACKGROUND CHECK: Eligible candidates that are under final consideration for appointment to positions identified as positions of trust will be required to authorize the release of and successfully complete a criminal conviction check.

PROBATION: All persons selected from an eligible list resulting from this examination will be on probation for ninety (90) days.

****PLEASE NOTE:** The Aberdeen Fire Department, INC reserves the right, at the discretion of the Board of Directors, to waive any of the minimum qualifications for those applicants whose general or specific qualifications 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 assigned responsibilities.

DATE POSTED:	November 1, 2016
APPROVED BY:	Tammy Hoag, EMS Administrator
REVIEWED BY:	Jeffrey Sexton, Secretary – Board of Directors