



East Bay Ambulance

110 High Lake Road
Traverse City, MI
231-947-0299

Title: Emergency Medical Technician

Reports to: Ambulance Director

Position: Part-Time, Hourly

BROAD STATEMENT OF RESPONSIBILITIES

The Emergency Medical Technician's main responsibility is emergency medical response. Knowledge of all ambulance operations and basic rescue equipment/vehicles is a must. Knowledge and experience working with word processing and data entry is required. Basic maintenance of ambulances and all related equipment and training on such equipment is also required.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Respond to all emergency and non-emergency ambulance calls while on duty and care for patients as needed per Medical Control.
- Perform and document ambulance vehicle maintenance.
- Perform daily/weekly rig/equipment checks.
- Assist in general building and equipment maintenance and housekeeping of office and living quarters.
- Assist with public education programs as needed/requested.
- Promotes personal, co-worker, and patient safety utilizing appropriate carrying, lifting, and extrication maneuvers.
- Maintains licensure and participates in ongoing quality assurance training and department meetings.
- Other duties as assigned by Ambulance Director.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- High School Diploma.
- Must possess at all times, a current Michigan Emergency Medical Technician license, CPR card and all Northwest Regional Medical Control required programs and certifications including PHTLS or ITLS, and a valid driver license with valid auto insurance.
- Must have proficiency on all ambulance apparatus.
- Knowledge and experience in working with word processing/data entry.
- Ability to work with minimum supervision and to be a self-starter.
- Scheduling flexibility.
- Strong interpersonal skills to interact effectively with the public and other agencies.
- Appropriate communication skills which support quality patient care and confidentially, encourages co-workers, and reflects a quality organization.
- Adhere to all Policies and Procedures as printed in the *East Bay Charter Township Employment Manual*.

Approved 2/11/2019