



# East Bay Ambulance

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

**Title:** Paramedic

**Reports to:** Ambulance Director

**Position:** Part-Time, Hourly

## **BROAD STATEMENT OF RESPONSIBILITIES**

The paramedic'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 Paramedic license or higher, CPR card and all Northwest Regional Medical Control required programs and certifications including PALS, ACLS and 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