



Pulaski County Emergency Medical Services

Department: EMS

Reports To: EMS Director

Position Title: Basic or Advanced EMT

Purpose of Position:

Under the supervision of the EMS Director, the EMT is responsible for performing any and all duties required of an EMT.

Essential Duties and Responsibilities:

- Responsible for appropriate BLS or ALS treatment as indicated by patient's presentation and employees level of scope.
- Ensures safe transportation of patients to appropriate destination via ambulance.
- Responds to emergency and non-emergency transports/calls as directed by dispatch or authorized personnel promptly and within safe and proper operational procedures by following traffic rules and due regard of others.
- Operates communication equipment and maintains proper radio procedures.
- Responsible for performing thorough scene size up, patient assessment and continuity of care while documenting all findings while serving as a patient advocate.
- Completes and submits all written reports/documents in a timely manner and in accordance with policy/procedures/laws.
- Performs daily check of assigned ambulance and appropriate BLS equipment, and documents vehicle stock and/or findings.
- Cleans assigned ambulance after each patient contact and ensures all equipment and supplies are replenished.
- Must abide confidentiality policies set by agency and other government bodies.
- Other duties as required.

Minimum Training & Experience Required for Essential Duties & Responsibilities:

Must be 18 years of age. High school diploma or equivalent. Must pass Criminal Background. Must have a current driver's license and clean driving record, current Indiana Certification for EMT or Advanced EMT. Must have or willing to obtain knowledge in Triage, Hazmat awareness and/or operations, and EMS rules and regulations as set by Pulaski County, State of Indiana EMS commission, and Federal Agencies.

Minimum Physical Qualifications / Work Environment:

Must be able to lift and carry 100 pounds unassisted, be able to walk, squat, stand or sit for extended periods of time. Must possess emotional stability to meet various demands of stress and the ability to plan, organize, prioritize, command, delegate, and adapt in emergent situations, the ability to read and write legibly in English. Must possess good visual and aural acuity, and proper communication and customer service skills whether in person, on phone, or by radio. Must maintain good personal hygiene and well-groomed appearance. Must function as a team member.

Pulaski County is an Equal Opportunity Employer:

In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.