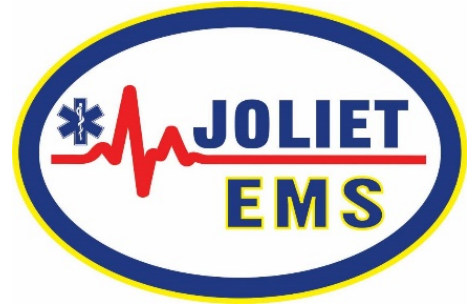


Joliet EMS

Paramedic/EMT Job Description & Responsibilities

PO Box 324
Joliet MT 59041
Email: jolietems@gmail.com



Salary:

- Full Time: \$20.00/ hour for EMT, \$25.00/ hour for Paramedic
- Shifts are 10-hour days, 2 on, 2 off, 5 on, 5 off
- If shift falls on a local, state, or federal holiday, employee will be required to attend that shift. Overtime will be paid for New Year's Day, 4th of July, Thanksgiving, and Christmas. Overtime will be paid for calls taken outside of normal shift hours.

Minimum Requirements:

- 18 Years of Age
- High School Diploma, GED, or other State-Approved Education Diploma
- Current Montana State Licensure Paramedic or EMT level
- Current National Registry of Emergency Medical Technician's certification
- Valid Montana driving license
- Current American Heart Association BLS CPR
- Be of good moral character, and demonstrates ability to cooperate with team members and the public at large
- Ability to read, write, and speak English
- Ability to frequently stand, sit, bend, stoop, lift, stretch, squat, kneel, and crawl
- Requires normal or correctable vision and hearing capabilities
- Requires employee to be able to discern between certain colors
- Employee must have the sense of smell
- Employee must have sensation of touch including temperature, pressure, pain, texture, and moisture detection

Medical Duties and Responsibilities:

- Prompt and regular attendance at work.
- Effectively follow Joliet EMS policies, procedures, guidelines, and chain of command.
- Maintain all required certifications according to company policy.
- Attendance at all Continuing Education (CE) courses as policy dictates.
- Assess and treat any medical situation with appropriate techniques (resources and equipment) while maintaining the highest standard of patient care and professionalism according to current company standards.
- Conduct self in a highly ethical and professional manner projecting a positive company image while always maintaining a neat and professional appearance in accordance with company policies.
- Maintain a positive, professional, and cooperative working relationship with physicians, nurses, public safety agencies, the public, allied health professionals, and other members of our EMS system.
- Complete all documentation regarding patient care and billing information in accordance with company policy.
- Maintain thorough knowledge of the ambulance and equipment, its function and use and reporting any malfunction or damage to equipment promptly in accordance with company policy.

- Maintain the ambulance in a clean, organized and response ready mode.
- When assigned as an Operator/Driver, will be responsible to always operate the assigned ambulance under control and in accordance with all federal, state, and local laws that govern ambulance operation, and in accordance with approved company policy and safe and efficient ambulance operation.
- Responsible for safe handling of patient transport during loading and unloading, transport on stretcher, and actual transport on the ambulance.

Additional Duties and Responsibilities:

- Schedule, coordinate, and document trainings with the Service Manager, Medical Director, and volunteers.
- Organize volunteers for community events.
- Track and maintain volunteer schedules.