

BIGFORK AMBULANCE JOB DESCRIPTION

PARAMEDIC/TRAINING

Position and description as follows:

Full time paid- hourly

Position Description and Duties of the Paramedic/Training coordinator.

Supervision received: Direct supervisor is the Administrator of Bigfork Ambulance. Also receives assignments and instructions from the Executive Board.

PARAMEDIC DUTIES

- Responsible for daily checks of the ambulance and replacing any items that are missing, this should be done first thing after arriving at work.
- Make sure the rigs are clean inside and out.
- Make sure Aid car is cleaned and ready to go on Mondays for the next call team.
- Respond to emergency medical calls and structure fires for fire support as an EMT.
- Drives ambulance and provides patient care.
- Helps maintain fire hall including routine housekeeping.
- Helps maintain Ambulance equipment. And do inventory weekly and order as needed using the purchase order system.
- Check the drug box and code med bag and narcotic bag weekly.
- Check the airway bag weekly.

EMS TRAINING COORDINATOR DUTIES

- Responsible for assisting the Administrator in training scheduling and coordination, Including regular training and course scheduling and application process.
- Must maintain Lead Instructor status.
- Responsible for organizing and maintaining the EMS related training library of books and DVDs, tapes and maintain a checkout system.
- Helps maintain training records for Bigfork Ambulance.

Qualifications, Knowledge, Skill and Ability

- Must have a valid MT driver's license and a clean driving record.
- Must hold a current Montana EMT – Paramedic license and be nationally certified as an EMT-P.
- Must be in excellent physical condition with vision corrected to 20/20, and hearing within normal limits.
- Must have the ability and motivation to learn various EMS, rescue and emergency situation procedures and follow protocols.
- Must have the ability to make good judgments and to act effectively and calmly in emergency situations.
- Must be willing and able to understand and follow oral and written instructions and be able to establish and maintain harmonious working relationships with other employees and the general public.