

Team Leader

Bigfork Volunteer Ambulance

7/24/07

GENERAL PURPOSE

The Team Leader position is the primary middle management position of the Bigfork Volunteer Ambulance (BVA) and is an essential position for the safe, efficient, and effective management of our response to emergency incidents under the National Incident Management System (NIMS).

SUPERVISION RECEIVED

Team Leaders work under the general supervision of the BVA Executive Board.

SUPERVISION EXERCISED

1. Supervises activities of all responders assigned to their group.
2. Responsibility for providing leadership and decision making skills which require discretion and good quick judgment at incident scenes and at training.

ESSENTIAL DUTIES, RESPONSIBILITIES, SKILLS, & ABILITIES

1. Must have good analytical ability to be able to make sound decisions and show good judgment with minimal guidelines during emergency and non-emergency situations; establish goals and priorities; organize time; and have proven patient care and treatment skills.
2. Supervises EMTs in their assigned duties as directed and has proven leadership skills.
3. Determines the safest and best strategies of patient care, extrication, and various kinds of emergency incident mitigation.
4. Monitors and observes activities and procedures to ensure that conduct and performance conform to BVA standards.
5. Carries out duties in conformance with Federal, State, County laws and regulations.
6. Responds to alarms received, assumes command in the absence of superior officers, and directs routes to be taken; directs work of EMTs.
7. Participates in the operation of departmental in-service training activities and participates in board and business meetings.
8. Assumes responsibility for the care, condition, and use of apparatus, equipment, tools, and materials of the BVA.
9. Considerable knowledge of medical/resuscitation skills and their application as demonstrated through being certified as an advanced level care provider.
10. Ability to communicate effectively; to effectively give and receive verbal and written instructions.
11. Ability to establish and maintain effective working relationships with other volunteers, paid employees, supervisors and the public.

Team Leader

Bigfork Volunteer Ambulance

7/24/07

PERIPHERAL DUTIES

1. Performs the duties of subordinate personnel as needed.
2. Attends conferences and meetings to keep abreast of current trends in the field; represents BVA in a variety of local, county, state and other meetings.
3. Coordinates activities with other BVA Team Leaders and exchanges information with officers in other emergency services organizations.
4. Maintains contact with general public, team leaders and other government officials in the performance of ambulance activities.
5. Prepares a variety of reports and records including incident reports, documenting apparatus use in log books, contributing information for personnel records, filling out injury and accident reports, and documenting any disciplinary actions / situations and recognition recommendations.
6. Assists at various non-medical emergency incidents in a supportive role.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

1. Graduation from high school or GED equivalent with specialized training in emergency medical, rescue, & ICS skills.
2. Has been a strong contributing member of BVA for a minimum of 3 years.
3. Must have knowledge of: Montana board of Examiners, prehospital EMT protocols, training and officer development in EMS programs, BVA Handbook policies and guidelines, incident command procedures (IS-800 & ICS-200), dispatch procedures, communication procedures, operation and maintenance of apparatus and equipment, and safety procedures.
4. Actively participates in calls and training. Must be an on call member.

SPECIAL REQUIREMENTS

1. Must be at least twenty two (22) years of age.
2. Must possess, or be able to obtain by time of hire, a valid State Driver's License without record of suspension or revocation in any state.
3. Must have BVA required ambulance driver certification.
4. Ability to read, write and understand the English language.
5. Participates in Accident Prevention and EMS Education activities in our community including assisting at community events, participating in local school programs and various civic meetings and functions.

TRAINING – MENTORING DUTIES

A Team Leader is expected to work directly with and help train EMTs assigned to him/her to provide the necessary individualized training and EMT skill performance to have those EMTs able to perform related skills at incidents in a

Team Leader

Bigfork Volunteer Ambulance

7/24/07

safe, effective and efficient manner. Once training has been completed, it is the responsibility of the Team Leader to monitor and assist the EMT in completing any orientation period required. A BVA Team Leader is expected to maintain their national level of certification

TOOLS AND EQUIPMENT USED

Proficiency in the use of emergency first aid equipment, ambulance operations, and communications equipment.

PHYSICAL DEMANDS

The physical demands of this position require that Team Leaders have the ability to perform work that requires good physical condition. While performing the duties of this job, the employee is frequently required to sit, talk or hear, stand, walk, use hands to handle or operate tools or controls, and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, and crawl. The employee must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include correctable vision to 20/40.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those a Team Leader encounters while performing the essential functions of this job. A Team Leader responds to emergency situations that entail exposure to dangerous and disagreeable conditions involving smoke, heights, fire, stress, hazardous materials, communicable diseases, fumes, heat, cold, water, emergency driving, etc. Occasional long shifts or assignments on incidents may occur. Work is also performed in office, vehicle and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. A Team Leader occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and various noise levels. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SELECTION GUIDELINES

Selection or promotion to a Team Leader position involves a review of education and experience; appropriate testing and interviews and may include a background check, physical agility performance testing, and/or drug screening. Generally a Team Leader position will be filled upon the review, recommendations and final selection of the BVA Executive Board. A member appointed to this position will complete a six month probationary period.

Team Leader

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7/24/07

NOTE: The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. This job description is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved By:

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