



COUNTY OF MARLBORO

JOB POSITION DESCRIPTION

JOB TITLE: Emergency Medical Technician- Basic
DEPARTMENT: Emergency Medical Services
REPORTS TO: EMS Operations Supervisor **FLSA STATUS:** Hourly
DATE APPROVED: 02/20/2019 **APPROVED BY:** JRM

I. PURPOSE / SUMMARY:

Under general supervision, performs skilled and technical work in Emergency Medical Services Operations operating an ambulance to transport and providing emergency and non-emergency care to citizens of and visitors to the County and surrounding areas. Responds to the scene of emergency and non-emergency calls, applying necessary medical treatment and administrative duties in accordance with the current medical restrictions. Exercises tact, courtesy and firmness in dealing with sick or injured persons and with the general public. Responsible for performing in accordance with established emergency medical procedures and techniques, but must exercise considerable independent judgment in evaluating duties

II. RESPONSIBILITIES:

- 1) Performs duties in accordance with medical restrictions as prescribed as well as applicable state and federal laws, local ordinances, established policies, procedures and protocols.
- 2) Assesses and evaluates situation at scenes of emergency response; surveys and secures scene, requesting additional assistance, as necessary; determines mechanism of injury and equipment needed to effect rescue and initiation of treatment.
- 3) Assesses patients, recognizing need for immediate transportation or conducting interview with patient to ascertain extent of injuries; performs secondary injury survey and formulates plan of action pertaining to need of Basic Life Support care.
- 4) Provides medical care at the Basic Life Support level as appropriate.
- 5) Wears protective equipment when contact with bodily fluids of patients' is possible, and reports incidents of significant exposure; cleans or discards contaminated equipment, according to established policies and procedures.
- 6) Maintains clear and concise communication with EMS personnel, hospital personnel utilizing two-radios, or telephones, as available; establishes rapport with family members of patients or bystanders
- 7) Receives and reviews various documents, including personal patient information, dispatch information, patient care reports, road closings and hazards memos, etc.
- 8) Prepares, processes, and submits incident reports and supply inventory reports.

- 9) Operates and performs routine maintenance to department emergency vehicles
- 10) Uses various software programs including documentation software, scheduling and maintenance software, and general office software.
- 11) Prepares reports and logs of observations, incidents and treatments performed; documents deviations from standard operating procedures, ensuring that deviations are in best interests of patient.
- 12) Other duties as assigned.

All County employees are considered public servants for the citizens of Marlboro County. When requested before, during, or after an emergency event, County employees are expected to work and serve the public in coping with the emergency.

III. SKILLS/EDUCATION/OTHER REQUIREMENTS:

- 1) Required Education and Experience
 - Graduation from high school and six months to a year of experience as an Emergency Medical Technician- Basic; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.
 - Must possess a valid state driver's license.

IV. CERTIFICATIONS REQUIRED:

- Current South Carolina and National Registry EMT- Basic Certification
- South Carolina Driver License

V. SUPERVISION:

This position has no supervisory authority

DISCLAIMER

This job description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required and the responsibilities of the position may change.

Annual salaries are based on working 2920 hours per year.