



## **PHILLIPSBURG EMERGENCY SQUAD, INC.**

P.O. Box 215 360 Prospect Street  
Phillipsburg, NJ 08865-0215

*Emergency Phone: 911*

TEL: 908.859.5218 FAX: 908.858.5202

<https://www.phillipsburgems.org>

### **JOB TITLE**

Entry Per-Diem EMT

### **POSITION SUMMARY**

The Entry Per-Diem EMT position is an at-will, hourly position, with no guaranteed minimum hours per week. This position's primary responsibility is that of an on-the-ambulance EMT. In addition to covering ambulance duty the Entry Per-Diem EMT may have duties and chores around the stations, including but not limited to restocking of ambulances, washing and general cleaning duties of the Station assigned, and other duties as assigned by the Operations Supervisor.

As part of EMT duties the Entry Per-Diem EMT is responsible for the provision of pre-hospital patient care in accordance with NJAC 8:40 and NJAC 8:40A and shall be responsible for the safe operation of all PES vehicles in accordance with current New Jersey motor vehicle code. Position requires twenty-four (24) hours of schedule availability per month.

### **REPORTS TO**

Operations Supervisor

### **QUALIFICATIONS**

- High school graduate or GED
- Must be at least eighteen (18) years of age
- Minimum of six months experience as a certified EMT.
- Must possess basic computer skills
- Must be able to multitask
- Must have a general knowledge of EMS vehicles and associated equipment

### **LICENSURE/CERTIFICATION:**

- Certification by the State of New Jersey (or NJ Office of EMS [NJOEMS]-approved equivalent) as an Emergency Medical Technician
- Valid motor vehicle operator's license that is not under suspension or revocation
- Cardiopulmonary Resuscitation certification by a NJOEMS-approved accrediting agency
- Current NIMS/ICS 100 and 200
- Current NIMS IS-700 and I-800
- HAZ-MAT Awareness

- Documented completion of Coaching the Emergency Vehicle Operator (CEVO) - Ambulance, Emergency Vehicle Operations Course (EVOC) or approved equivalent program
- Awareness Level training in: Vehicle, Confined Space, and Rope Rescue (Preferred, not required)

#### **DUTIES AND RESPONSIBILITIES:**

- Reports to work on time and ready to respond to calls
- Checks ambulance and ensures readiness for emergency response
- Safely responds to emergency calls for assistance
- Ensures the safety of the scene prior to entering
- The EMT determines the nature and extent of illness or injury and establishes priority for required emergency care. The EMT renders appropriate emergency medical and/or trauma care
- Proper patient packaging and transfer to ambulance
- Safely transports patient and crew to receiving facility
- Provides verbal report to receiving facility staff
- Records the assessment and emergency medical care of the patient at the emergency scene and in transit utilizing written and/or electronic patient care report
- Collects medical insurance information from patient or receiving facility
- After each call cleans and restocks the ambulance
- Performs routine station maintenance according to schedule
- Maintains a daily log of all duties performs
- Acts in a professional manner and uses good judgment in carrying out all job responsibilities
- Follows proper chain of command for conflict resolution
- Any other duties as assigned by a supervisor/ line officer

#### **PHYSICAL REQUIREMENTS:**

- Aptitudes required for work of this nature are good physical stamina, endurance, and body condition which would not be adversely affected by lifting, carrying, and balancing at times, patients in excess of 125 pounds (250, with assistance)
- Ability to work twelve (12) hour continuous shifts
- Motor coordination is necessary for the well-being of the patient, the EMT, and co-worker over uneven terrain

#### **ADDITIONAL REQUIREMENTS**

- Able to work weekdays, weeknights and weekends from 0600 – 1800 and 1800 – 0600 hours on a flexible or scheduled basis
- Must be able to read, speak, and write English sufficiently to perform duties
- Thorough knowledge of medical and trauma assessments, as well as appropriate BLS treatment protocols
- Ability to work effectively with supervisors, co-workers, other emergency service personnel, and hospital staff
- Must have excellent verbal and written communication skills