



Adair County Ambulance District
Kirksville, MO 63501
660-665-0000
www.academs.us

JOB DESCRIPTION

JOB TITLE:	EMT Basic	EMPLOYMENT STATUS:	Full Time
DEPARTMENT:	Operations	FLSA STATUS:	Click here to enter text.
REPORTS TO:	Director of Operations	SHIFT/HOURS	2 shifts, 24 hours/day, 2 days/week
PAY GRADE:	Click here to enter text.	EFFECTIVE DATE	Click here to enter text.
REVISION	Click here to enter text.		

POSITION DESCRIPTION

The EMT is responsible for providing direct patient care in accordance with Adair County Ambulance District protocols and /or online medical direction. To complete daily base and ambulance duties as required by administration and/or as described in the Adair County Ambulance District: Policy and Procedure Manual, General Orders Manual, Employee Handbook or other approved publication.

The position works in collaboration with other team members. Incumbent is responsible for 2 shifts, 24 hours/day, 2 days/week (These shifts may be divided when necessary to maintain emergency service coverage for the district). Incumbent is also subject to covering on-call and callback as required by the Adair County Ambulance District.

PRINCIPAL ACCOUNTABILITIES/RESPONSIBILITIES

- Responsible for the correct Basic Life Support (BLS) treatment, and safe efficient transportation of ill or injured persons to appropriate destinations by ambulance.
- Perform a daily check of assigned ambulance and appropriate equipment and shall document vehicle stock on appropriate forms.
- Respond to emergency and non-emergency transports as directed by the Communications Center.
- Operate communications equipment in their assigned ambulance as prescribed by policy, and all applicable ordinances or laws.
- Complete and submit all reports, documentation and company invoice in accordance with policy and procedures, and all applicable ordinances or laws.
- Complete or assist in completing a full medical assessment of each patient under their care and record such findings on the appropriate documentation.
- Comply with all Adair County Ambulance District policies and procedures and all applicable ordinances or laws.

- Operate all Adair County Ambulance District vehicles and equipment in a safe prudent manner and adhere to all policies or procedures and applicable ordinances or laws governing such operation.
- Maintain current certifications as required. These certifications shall include, but may not be limited to the following: Missouri EMT Basic License, CPR Certificate, International Trauma Life Support, Pediatric Education for Pre-hospital Professionals, Missouri Driver's License with clean driving record.
- Perform other duties or tasks as directed by Supervisors or Management Staff of Adair County Ambulance District.

QUALIFICATIONS AND SKILLS

Formal Education

- | | |
|--|--|
| <input checked="" type="checkbox"/> High School Diploma or GED | <input checked="" type="checkbox"/> Associate's Degree |
| <input type="checkbox"/> Vocational School or some college courses | <input type="checkbox"/> Bachelor's Degree |
| <input type="checkbox"/> Trade or Technical School | <input type="checkbox"/> Master's Degree |

Work Experience

[Click here to enter text.](#)

Certification and Licensure

Must have CPR for the healthcare provider certificate, Missouri EMT Basic License, and maintain Emergency Vehicle Drivers Certification

Knowledge

- Have an understanding of all Federal, State, and Local regulations and reporting requirements.
- Understanding of all rules, regulations, policies and procedures that apply to Adair County Ambulance District.
- Core EMT knowledge.
- Medical equipment knowledge.
- Basic motor vehicle knowledge (will be trained is necessary)
- Emergency Driver Training
- Knowledge of County and City roads
- GPS function
- Emergency warning devise function
- Mobile radio operations
- Portable radio operations
- Cellular phone operations
- EKG transmission
- FCC requirements

- Chronological documentation ability
- Grammar
- Spelling
- Knowledge of Intermedix – Patient Care Reporting (PCR) procedures
- Ability to maintain familiarization with ACAD policies, procedures, general orders, employee handbook, and other federal or state mandated publications.
- Knowledge of traffic and safety laws and ordinances
- Knowledge of training in areas of additional assigned duties

Critical Skills

- Good interpersonal communication skills
- Decision making skills
- Communication skills
- Proficient technical skills (Combitube, Nasal and Oral Airways, etc)
- Team work
- Interpersonal skills
- Planning skills
- Time management skills
- Basic math skills
- Ability to use email
- Map and map book reading and usage
- Critical thinking ability
- Clear speech radio etiquette
- Computer skills
- Ability to write a descriptive narrative of events
- Organization
- Reading comprehension
- Ability to operate ACAD vehicles
- Skilled in vehicle backing
- Practice safe driving habits
- Ability to tow trailers of multiple sizes and shape
- Ability to operate safely in 2WD and 4WD modes
- Ability to attend and complete with a passing score (or remediate), all ACAD monthly continuing education courses
- Maintain state requirements for re-licensure
- Practical EMS skills
- Ability to follow direction
- Ability to operate cleaning utensils and equipment
- Ability to meet deadlines

SPECIAL REQUIREMENTS

- Critical Position
- Valid MO Driver’s License
- Public Driving Record
- Drug and Alcohol Test
- Must be at least 18 years-of-age
- Shift Work
- Overtime
- On-Call
- Travel
- Travel Outside of Normal Business Hours

EQUIPMENT, TOOLS, MACHINES AND VEHICLES USED

- Multiple styles of ambulances
- SUVs
- 4x6 ATV
- Click here to enter text.
- Towing ACAD event trailer
- Towing ACAD MCI trailer
- Towing ACAD ATV trailer
- Click here to enter text.

PHYSICAL REQUIREMENTS

Work requires continuous physical effort. Lifting or performing work requiring physical exertion, lifting (up to 125 pounds or half of 250 pounds) is a requirement for the job. The job requires the employee to work in confine spaces and unusual positions to perform the task of emergency care and rescue.

WORK ENVIRONMENT

Work involves constant exposure to unpleasant working conditions or undesirable elements. The job exposes the employee to the potential for cuts, bruises, muscle strains and exposure to blood borne pathogens, and contagious diseases; may be exposed to hazardous materials.

DISCLAIMER AND ACKNOWLEDGEMENT

This job description does not constitute an employment agreement between the Adair County Ambulance District and the employee. The job description is subject to change by the District as the needs of the employer and requirements of the job change.

Signatures of Approval:

Board of Directors: _____ / _____ / _____

Director Human Resources: _____ / _____ / _____

Employee: _____ / _____ / _____