

Colorado Mountain College

Position Description Template

Title: EMT Skills Assistant: Part-time – Maximum 28 hours per week
FLSA Classification: Non-Exempt
Hiring Rate: \$23.52 per hour

Primary Responsibility

Under the supervision of the EMT Lead Instructor (or lead EMT-IV instructor, or lead EMT Refresher instructor, or lead WEMT-Upgrade Instructor) the EMT skills assistant instructor will help with mandatory lab portions of the EMS courses. Typically, this is 6 students to 1 skills instructor ratio.

Pre-requisites for Position (Qualifications Standards)

Education and experience sufficient to meet the rigors of the position, such as being a State of Colorado EMT, EMT-IV, or EMT-Paramedic. Must have worked at least 2 years as a paid, professional EMT.

Special Skills or abilities directly applicable to the position: EMT Skills Assistant should be recommended and approved by lead instructor of course and approval from EMS director at campus.

Applicants must demonstrate a commitment to working in a culturally competent environment and the ability to effectively work with students, employees, and community members having diverse backgrounds.

Bilingual (English/Spanish) or conversational language abilities preferred.

Essential Duties

1. Instruct students on how to properly perform EMS skills as directed by the lead instructor of the course. 90%
2. Work with lead instructor of class to organize, prepare and put away all equipment needed for the class skill stations. 10%

Supervision Received

This position reports to the Lead Instructor of the course. Position requires continual oversight and supervision.

Supervisory Responsibility

Position has no supervisory responsibility

Job Complexity

Position works within specific guidelines

Decision Making and Impact

Decisions only impact the position.

Special Conditions of Employment

Successful completion of a background check will be required as well as motor vehicles records report when applicable. Incumbents in this position will adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned. Some assistant instructors, but not all, will need to travel to field sites for Wilderness EMT upgrade course.

Working Conditions

Instructor should be able to fulfill the duties of the EMT functional job description:

Qualifications: Successfully complete an EMS Division approved course. Achievement of a passing score on written and practical certification. Examination: Must be at least 18 years of age. Generally, the knowledge and skills required show the need for a high school education or equivalent. Ability to communicate verbally; via telephone and radio equipment; ability to lift, carry and balance up to 125 pounds (250 with assistance); ability to interpret written, oral and diagnostic form instructions; ability to use good judgment and remain calm in high-stress situations; ability to work effectively in an environment with loud noises and flashing lights; ability to function efficiently throughout an entire work shift; ability to calculate weight and volumes ratios and read small print, both under threatening time constraints; ability to read and understand English language manuals and road maps; accurately discern street signs and address numbers; ability to interview patient, family members, and bystanders: ability to document, in writing, all relevant information in prescribed format in light of legal ramifications of such; ability to converse in English with coworkers and hospital staff as to status of patient. Good manual dexterity, with ability to perform all tasks related to highest quality patient care. Ability to bend, stoop, and crawl on uneven terrain; and the ability to withstand varied environmental conditions such as extreme heat, cold, and moisture. Ability to work in low light, confined spaces and other dangerous environments.

Competency Areas: EMT Must demonstrate competency handling emergencies utilizing all Basic Life Support equipment and skills in accordance with all behavioral objectives in the DOT/EMT Basic curriculum. Automated external defibrillation and intravenous access are optional skills and curriculum.

EMT-Intermediate Must demonstrate competency handling emergencies utilizing all Basic and Advanced Life Support equipment and skills in accordance with all behavioral objectives in the Colorado EMT-Intermediate curriculum.

EMT-Paramedic Must demonstrate competency handling emergencies utilizing all Basic and Advanced Life Support equipment and skills in accordance with all behavioral objectives in the DOT/EMT-Paramedic curriculum. The EMT-P has reached the highest level of certification.

Description of Tasks: Receives call from dispatcher, responds verbally to emergency calls, reads maps, may drive ambulance to emergency site, uses most expeditious route, and observes traffic ordinances and regulations. Determines nature and extent of illness or injury, takes pulse, blood pressure, visually observes changes in skin color, auscultates breath sounds, makes determination regarding patient status, establishes priority for emergency care, renders appropriate emergency care (based on competency level); may administer intravenous drugs or fluid replacement as directed by physician. May use equipment (based on competency level) such as but not limited to, defibrillator, electrocardiograph, performs endotracheal intubation to open airways and ventilate patient, inflates pneumatic anti-shock garment to improve patient's blood circulation. Assists in lifting, carrying, and transporting patient to ambulance and onto a medical facility. Reassures patients and bystanders, avoids mishandling patient and undue haste, searches for medical identification emblem to aid in care. Extricates patient from entrapment, assesses extent of injury, uses prescribed techniques and appliances, radios dispatcher for additional assistance or services, provides light rescue service if required, provides additional emergency care following established protocols. Complies with regulations in handling deceased, notifies authorities, arranges for protection of property and evidence at scene. Determines appropriate facility to which patient will be transported, report nature and extent of injuries or illness to the facility, asks for direction from hospital physician or emergency department. Observes patient en route and administer care as directed by physician or emergency department or according to published protocol. Identifies diagnostic signs that require communication with facility. Assist in removing patient from ambulance and into emergency facility. Report verbally and in writing observations about and care of patient at the scene and in-route to facility, provides assistance to emergency staff as required. Replaces supplies, sends used supplies for sterilization, checks all equipment for future readiness, maintains ambulance in operable condition, ensures ambulance cleanliness and orderliness of equipment and supplies, decontaminates vehicle interior, determines vehicle readiness by checking oil, gas, water in battery and radiator, and tire pressure, maintains familiarity with all specialized equipment.

HR Reference Information:	
Position group and code:	
Date of review:	<i>June 7, 2018</i>

NOTE: This position description is intended to indicate the basic nature of positions allocated to this class and provide examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Employee may perform other related duties as required to meet the ongoing needs of the organization.