



# PRINCETON FIRST AID & RESCUE SQUAD INC.

## PER-DIEM EMT-B JOB DESCRIPTION

**\$16.00 to \$17.00 per hour**

### Required Certifications:

1. Current NJ EMT-B, NJ MICP, NREMT-B, or other accepted by NJDOH
2. Current AHA Healthcare Provider or ARC Professional Rescuer CPR
3. Current Pre-Hospital Trauma Life Support or BTLS
4. Hazmat Operations
5. ICS-200
6. CEVO or equivalent
7. NFPA 1670 Vehicle Rescue - Operations Level (preferred)

### Qualifications:

1. Minimum of two years active pre-hospital 9-1-1 EMS experience.
2. Current valid driver license.
3. Ability to read, write, speak and understand English fluently.
4. Candidates must pass a medical examination provided by PFARS. This exam will include drug testing. Ability to demonstrate good health and pass the medical exam and drug screening are mandatory. Employees must not have any physical or mental conditions which would impair proper performance of required duties, or endanger the health and safety of patients and other PFARS members.
5. Ability to lift and carry heavy patients and equipment.
6. Proficiency in operating all PFARS ambulances and related equipment.
7. Thorough knowledge of the principles and techniques contained in the NREMT-B curriculum.
8. Ability to:
  - A) Remain calm in crisis situations
  - B) Work in harmony with other EMS and public safety providers, especially PFARS volunteer personnel
  - C) Establish rapport with patients
  - D) Understand and carry out oral and written directions
  - E) Establish and maintain necessary records and files

### Basic Responsibilities:

- Provide emergency services to the Princeton community as needed.
- Provide support activities to Princeton First Aid & Rescue Squad, Inc. (PFARS) as directed.

### Specific Responsibilities:

1. Maintain all required certifications on file with PFARS
2. Maintain all qualifications required by PFARS for the rank of Senior Leader with the exception of length of service requirements.

3. Maintain a valid driver license at all times. Employees must meet the driving eligibility requirements stated in PFARS Operating Procedures. Failure to meet these requirements may cause termination of employment.
4. Perform their duties under the direction of the Director of PFARS or the person appointed to be their supervisor by PFARS.
5. Arrive for work at or before the scheduled start of the shift, and remain available for all calls until the completion of the shift.
6. Respond to all emergency calls without regard to when they occur during the shift. Emergency calls coming in just prior to end of shift will be answered. The employee will receive overtime pay at 1.5 times the hourly rate for the period worked beyond the end of shift only when the total hours actually worked that week exceed forty (40).
7. Maintain familiarity with and adhere to all PFARS SOPs, House Rules, Constitution, and all other regulations governing PFARS.
8. Maintain a neat and professional appearance at all times in accordance with PFARS Uniform Policy. Employees will only wear approved PFARS uniforms while on duty. The Director of PFARS shall decide what is a neat and professional appearance, subject to appeal to the Day Crew Committee.
9. Conduct themselves in a courteous and professional manner at all times, appropriately representing the organization, and acting in accordance with PFARS policies on personnel conduct.
10. Maintain PFARS vehicles through a daily check of various vehicle functions and EMS supplies in each vehicle as required. A daily vehicle check list will be provided by PFARS. The vehicle daily check out list will be used to ensure that the rig is stocked correctly.
11. Maintain EMS supply inventory.
12. Keep all vehicles, boats, trailers, etc., washed and clean at all times.
13. Provide minor vehicle maintenance as required. Replacement of bulbs, tire pressure, fluid levels, minor repairs, etc.
14. Complete required Patient Care Reports promptly following each call.
15. Maintain daily working and hours worked records.
16. Provide training, demonstrations and tours as directed.
17. Maintain appearance and function of rig rooms at all times.
18. Perform assigned Station Chores.
19. On a daily basis check and empty all trash and recycling receptacles as needed.
20. Keep sidewalks, stairwells and entrance ways clear of snow and ice.
21. Sand sidewalks, stairwells and entrance ways as needed.
22. Complete shift reports as required and submit to the Director.
23. Provide other services to PFARS as needed or directed.