



## ***Emergency Medical Technician-Paramedic (Part-Time)***

Upper Merion Township, located in King of Prussia, PA is looking for an energetic and highly motivated ***PART-TIME Emergency Medical Technician-Paramedic*** who will report directly to the Shift Supervisor. The ***Emergency Medical Technician-Paramedic*** will perform duties associated with providing evidence based emergency medical care to the sick and injured in accordance with all applicable laws, regulations, standards and the EMS protocols of Upper Merion Township Fire & EMS.

The ***Emergency Medical Technician-Paramedic*** will be responsible for (including, but not limited to):

- Responds to emergency and non-emergency calls calmly, efficiently and promptly.
- Administers advance life support to patients at the scene, en route to the hospital, and in a pre-hospital setting, in accordance with federal, state, and local laws, regulations, and standards.
- Assesses the nature and extent of injury or illness to establish and prioritizes medical procedures to be followed.
- Assists in rescuing and extricating victims of accidents, sudden illness or entrapment uses proper rescue and medical equipment and techniques.
- Treats patients at the scene, en route to the hospital, and in a pre-hospital setting, in accordance with federal, state, local, laws, regulations, and standards.
- Communicates with professional medical personnel in treatment facilities to obtain instructions regarding further treatment and/or to arrange reception of patients to the appropriate center;
- Maintains order at incident scenes, including crowd disbursement and restraint of family and friends;
- Completes patient care forms, insurance forms, evaluation forms, and all other forms in a competent and timely fashion.
- Educates and /or trains with other fire and EMS personnel, EMS trainees and the public.
- Performs all job responsibilities in a manner that protects all patient information and patient privacy in accordance with the Department' privacy policies, procedures, and practices, as required by federal and Pennsylvania State law, and in accordance with general principles of professionalism as a health care provider.
- Understands that failure to comply with the Department's Policies and Procedures on patient privacy may result in disciplinary action up to and including termination of employment or of membership. Civil and criminal laws may be applicable as well which could have other consequences for violating patient confidentiality protocols.
- Accesses protected health information and other patient information only to the extent that is necessary to complete the delivery of patient care.
- Shares only such information with those who have a need to know specific patient information to complete their job responsibilities related to treatment, payment or investigation.
- Reports, without the threat of retaliation, any concerns regarding the Policies and Procedures on patient privacy and any observed practices in violation of that Policy to the designated Privacy Officer and/or the immediate supervisor.
- Participates actively in the Department's training program and is required to communicate privacy Policy information to coworkers, students, patients and others in accordance with Policy.
- Possesses and applies knowledge and skills necessary to perform the duties of a driver of ambulance equipment.
- Responds to instructions from an emergency communications dispatcher.
- Drives and operates specially equipped emergency vehicles to specified locations at a safe and controlled speed, in accordance with federal, state, local law, regulations and standards.
- Assures that vehicles are in good working condition at all times, are properly maintained and stocked with the proper medical equipment, have all necessary equipment and is in good working order at all times;
- Cleans, organizes and restocks vehicles in a ready condition after each transport.
- Receives requests for emergency and non-emergency ambulance service and other duties-related communication via two-way radio and other communication devices.
- Maintains accurate records of ambulance equipment and other emergency equipment and/or personnel dispatched to each emergency and non-emergency request and other operation and administrative data as required to maintain the operational continuity of Upper Merion Township and as directed by superiors;
- Handles telephone communications professionally and efficiently with careful regard to the divulgence of

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- information;
- Monitors communication equipment to maintain contact with the emergency communications dispatcher.
- Maintains apparatus and equipment in good working order.
- Checks, restocks, inventories and cleans all apparatus operated by Upper Merion Township.
- Cleans, and washes dishes, empties trash and other related duties in the fire & EMS station.
- Washes and dries towels, coveralls, and other laundry in the provided heavy duty washing equipment.
- Represents Upper Merion Township while on duty and off duty at public service functions, expositions, and all other public events.
- Provides ambulance stand-by services at sporting events or any other activities designated by a supervisor.
- Performs any other duty related to Upper Merion Township as designated by the supervisors.

### **Minimum Education, Training and Abilities Required:**

- The incumbent must have a minimum of either a high school diploma or a GED as evidence of completion of a high school education, and must have and maintain current state emergency medical technician - paramedic certification (license).

### **Certificates, Licenses And Registrations Required:**

- The incumbent must possess and maintain a valid Pennsylvania driver's license, current state Paramedic certification (license), American Red Cross CPR for the Professional Rescuer and/or American Heart Association BCLS certification, Emergency Vehicle Operators Course /EVDT certification, Hazardous Materials Operations, and other certifications as directed or required.

### **Minimum Experience, Abilities Required and Special Requirements:**

- This position requires one year of experience in the field of rescue and emergency medical services. Additionally, the incumbent must possess basic working knowledge of an IBM-compatible computer, and be able to enter necessary data into a computer.

### **How to Apply:**

- For immediate consideration, applicants should complete an employment application by visiting [https://www.umtownship.org/?wpfb\\_dl=3158](https://www.umtownship.org/?wpfb_dl=3158) and submit the **full job application, cover letter and resume** via email to: [hr@umtownship.org](mailto:hr@umtownship.org). Applications will be accepted until position is filled.

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