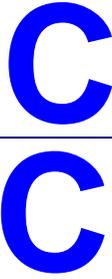




**CAYUGA
COUNTY**

F:\Civil\JobSpecs\
Advanced Life Support Tech.



An Equal Opportunity - Affirmative Action Employer

CIVIL SERVICE COMMISSION

TITLE:	EMERGENCY MEDICAL TECHNICIAN (PT)
JURISDICTIONAL CLASS:	COMPETITIVE
CIVIL DIVISION:	TOWN OF MORAVIA
ADOPTION: CSM	6/15/16
REVISED: CSM	

DISTINGUISHING FEATURES OF THE CLASS:

This position exists at the Town of Moravia Summer Recreation Program on a part-time basis and is directly responsible for providing emergency medical services to campers and/or staff. The incumbent in this position shall be certified as an EMT and will be required to perform life-saving duties. The position requires the ability to evaluate moderately complex to complex medical conditions and administer appropriate emergency medical treatment. The work is performed under administrative supervision of the Summer Recreation Director with considerable leeway allowed for the exercise of independent judgment in planning and carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Administers all first aid at the program;
- Makes decisions concerning the necessity to call for ambulance in case of serious injury or illness;
- Writes/maintains confidential reports of accidents, sicknesses, and suspicions of abuse;
- Communicates with parents on health related issues that occur at the program;
- Reports abuse, communicable sicknesses, and injuries that require further medical attention to proper authorities within specific time guidelines;
- Greets campers and obtains health and immunization records for reference in case of emergency;
- Keeps updated lists of medical precautions of children that camp staff need to be aware of;
- Responsible for obtaining all medications that children must take during the day and supervises the administration of medications in a medical log;
- Keeps first aid kits stocked at all times and informs director when new equipment and supplies are needed;
- May act as director in the event the director is not available.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, & PERSONAL CHARACTERISTICS:

- Thorough knowledge of emergency medical conditions, techniques and procedures;
- Ability to perform calmly and efficiently in crisis situations;
- Ability to maintain records and prepare reports;
- Ability to understand and follow oral and written instructions;
- Good reasoning and judgment capacity;
- Tact;
- Courtesy.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school general equivalency diploma.

SPECIAL REQUIREMENTS OF THE POSITION:

The candidate must possess NYS Department of Health EMT – Basic certification at the time of application and maintain such certification for the duration of employment; AND

The candidate must possess a valid CPR certification at the time of application and maintain such certification for the duration of employment; AND

The candidate must possess a valid Class D New York State Drivers License at the time of appointment and maintain such license for the duration of employment.