

## Job Description

Class Title: Emergency Medical Responder  
Department: Town of Maine  
Date: 2/14/2013

### General Purpose:

Emergency Medical Responders (EMR) respond to emergency calls to provide efficient and immediate care to ill and injured patients. This is done with a limited amount of equipment. After receiving notification of an emergency, the EMR safely responds to the address or location given using the most expeditious route, depending on traffic, road construction and weather conditions. The EMR must observe traffic ordinances and regulations concerning vehicle operation. The EMR also participates in drills and supports the Town of Maine Fire Department. The EMR:

- functions in uncommon stressful situations
- has a basic understanding of stress response and methods to ensure personal well-being
- has an understanding of body substance isolation
- understands basic medical-legal principals and functions within the scope of care
- complies with the regulations on the handling of the deceased, protection of property and evidence at the scene, while awaiting additional EMS resources

### Essential Duties and Responsibilities:

The EMR will "size-up" the scene to determine if it is safe, to identify the mechanism of injury or nature of illness, the total number of patients and to request additional resources if necessary. Using a limited amount of equipment, the EMR renders emergency medical care to adults, children and infants based on assessment findings. Duties include but are not limited to:

- opening and maintaining an airway and ventilating patients
- administering CCR or CPR
- providing emergency medical care of simple and multiple system trauma
- controlling bleeding, bandaging wounds, manually stabilizing injured extremities
- assisting in childbirth
- manage general medical complaints, altered mental status, seizures, environmental emergencies, behavioral emergencies and psychological crises
- searching for medical identification emblems and bracelets as a guide to appropriate emergency medical care
- reassuring patients and bystanders by working in a confident, efficient manner
- perform emergency moves and assist other EMS providers in moving the patient, including long boarding
- assist other EMS providers in lifting the stretcher, placing the stretcher in the ambulance, and seeing that the patient and stretcher are secured
- in case of multiple patients, perform triage
- radio dispatch for additional resources if necessary and provide updates to responding EMS personnel
- constantly assesses patient while awaiting additional EMS resources
- assist EMS providers enroute to medical facility upon request of responding EMS unit
- fill out appropriate paperwork
- obtain a patient history and vitals
- Provide EMS services on fire calls and vehicle accidents and assist rendering care to entrapped patients

### After each call, the EMR:

- restocks and replaces used supplies
- fills out appropriate paperwork

**Additionally the EMR:**

- participates in drills which occur the first and third Thursday of each month
- participates in community functions
- attends continuing educations and refresher education programs as required to maintain licensing
- must be able to work independently and as a team
- ability to make sound judgments in evaluating situations and making decisions
- possess knowledge of applicable laws, department protocols, policies and procedures

**Required Qualifications:**

- High School Diploma or equivalent and knowledge of the basic functions of a fire department
- Must possess, or able to obtain by the time of appointment, a valid state of Wisconsin Drivers license without record of suspension, revocation in any state
- Possess a Wisconsin First Responder license or a Wisconsin license of higher qualification i.e. EMT, Paramedic
- Posses a valid CPR certification
- Ability to pass a department physical and be able to safely and effectively provide patient care. i.e. kneeling, bending, heavy lifting
- No convictions or disqualifying criminal histories within the past seven (7) years
- Must be able to read and write the English language

**Work Environment:**

Care is provided in personal residences, places of business, vehicles, outdoor settings, in all weather conditions, including temperature extremes, during all hours of the day and night all year. EMR's are exposed to stressful emergency situations which may include uncooperative, upset or deceased patients. When responding to fire situations, EMR's can be exposed to hazardous materials, fumes, airborne particles, and risk of electrical shock and fire.

**Selection Guidelines:**

- Department application
- Review of education, experience, and application by interview group of the department members.
- Approval of Town Board

Appointee will be subject to completion of a one (1) year probationary period

The duties listed above are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment in the position.

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

**Non-Discrimination**

All positions and promotions with the rank of the Town of Maine Fire Department will be filled according to the Equal Rights Act with no discrimination shown on the basis of race, religion, color, sex, age, national origin or disability.