

# **Richland County**

## **Position Description**

**Position Title:** EMT

**Department:** Ambulance

**Reports to:** Emergency Services Director

**Pay Grade:** 9 E

**Date:** 3/14/2025

**Hours per week:** Varies

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### **Purpose of Position**

The purpose of this position is to transport both emergency and non-emergency patients and render emergency medical care and life saving measures within the Scope of Practice, established by the State of Wisconsin and Service Protocols.

### **Essential Duties and Responsibilities**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Responds to both emergency and non-emergency calls dispatched by the Richland County Sheriff's Department.
- Obtains information from the patient or others concerning history of illnesses or injury; evaluates the nature of the emergency and patient's condition and determines extent of injury or illness. Maintains compliance with HIPPA regulations regarding patient information.
- Provides necessary care and treatment including cardiopulmonary resuscitation, airway management, bandaging, splinting, administering oxygen, treatment of shock, administer approved medications and other emergency care along with advanced life support (ALS) measures in accordance with established medical protocols and the Wisconsin Scope of Practice for an AEMT.
- Prepares patient for transport and continues to monitor the patient's condition/vitals during the transport and, if necessary, applies additional interventions to improve or stabilize the patient's condition.
- Communicates with hospital emergency department personnel to inform them of patient enroute to hospital and relays information concerning nature and extent of the patient's injury or illness, vitals and interventions performed.
- Provides care during inter-facility transports to nursing homes, CBRF units, MRI Center, or specialty care hospitals.
- Performs triage functions during a mass casualty incident.
- Inspects ambulances to detect malfunctions and to ensure efficient operation. Cleans and restocks ambulance after every call, conducts inventory of equipment and supplies; and performs minor maintenance on ambulance vehicles.
- Completes WARDS Report (Wisconsin Ambulance Run Data System) at the completion of each call or run reflecting data required for medical documentation of the care rendered, insurance, Medicare, Medicaid, and other legal purposes.

- Performs QA/QI functions assigned by the Service Director to ensure that patients are receiving the highest level of care and that all established medical protocols are being followed. Provides positive, constructive feedback to staff regarding quality improvement.
- Fulfills the role of training officer; develops and facilitates training sessions.
- Attends in-service classes to broaden knowledge and skills in the care and treatment of patients; attends other training programs offered by the State and County including Centre Learn Modules and refresher courses.
- Assists in the cleaning and orderly care of the station and EMS lounge.
- Works with the EMS Service Director, Medical Director, and all personnel to promote and maintain harmonious working relationships, to provide quality emergency care and treatment of patients and the safe and efficient transportation of the ill or injured patients to the appropriate hospital for advanced medical care.
- Performs other duties as assigned or apparent.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

High school diploma or equivalent and some relevant training/education. Current EMT License and CPR Certification. Valid Driver's License.

### **Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Language Ability and Interpersonal Communications**

- Ability to communicate effectively, orally and in writing, and have strong positive customer service skills.
- Ability to establish and maintain effective working relationships with others.

#### **Skills, Knowledge, and Abilities**

- Knowledge of all Wisconsin Scopes of Practice.
- Knowledge of computers, computer programs, typing, and data entry.
- Knowledge of radio and pager equipment function and programming.
- Ability to operate an emergency vehicle.
- Ability to perform patient assessments, differential diagnosis, initiate patient care protocols and re-evaluate skills and interventions used against the patient's improved or unimproved condition.
- Ability to comprehend and interpret a variety of documents including patient medical assessments, medical diagnosis and medication recommendations, medical protocols, state and federal rules and regulation manuals, and EMS textbooks.
- Ability to prepare a variety of documents including patient medical records, QA/QI evaluations, QA/QI reports and training documents.
- Ability to record and deliver information and explain medical procedures, assessment findings and medications delivered.
- Ability to work under limited supervision with general autonomy in determining how objectives are achieved.
- Ability to use considerable analytical ability to select, evaluate and interpret data, policies, and procedures.

## Physical Requirements

- Ability to exert moderate physical effort in sedentary to light work, involving standing, walking, stooping, kneeling, and crouching. Ability to handle, finger, and feel. Ability to lift, carry, push, and pull up to 50 pounds.
- Ability to bend, lift and secure patients.

## Working Conditions

- Work is performed in indoors and outdoors settings as well as emergency vehicle.
- Ability to work under potentially hazardous and uncomfortable conditions in environmental factors including but not limited to temperature variations, odors, toxic agents, violence, noise, vibrations, wetness, close quarters, disease, and/or dust.
- This position may be occasionally exposed to mental effort and stress as well as angry or confused persons.

## Special Requirement

As a post-offer pre-employment condition, a criminal background check must be completed and passed. Richland County may disqualify an applicant if the position's responsibilities are substantially related to the applicant's criminal history. Wisconsin's Fair Employment Law, s.111.31-111.395, Wis. Stats., prohibits discrimination because of an arrest or conviction record. Management reserves the right to make employment contingent upon the successful completion of the background check. The cost of the background check will be covered by Richland County.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date