



TRI-TOWN AMBULANCE

West Tisbury • Chilmark • Aquinnah

P.O. Box 457 West Tisbury, MA. 02575

PHONE/FAX: 508-693-4992

Email: ttemschief@Vineyard.net

TO: Interested Parties

FR: Ben Retmier, Deputy Chief
Tim Carroll, Executive Secretary, Chilmark

DT: 4 June 2015

RE: EMT-Paramedic & Administrative Assistant/Clerical vacancies

Thank you for your interest joining the Tri Town Ambulance team. Tri Town serves the towns of Aquinnah, Chilmark and West Tisbury on the island of Martha's Vineyard. There are five full time medics and a part time clerical worker sharing the office with daily shift coverage supplemented by seasonal EMTs at three stations. You would be working with a Chief, Deputy Chief, two other medics, and 47 volunteer EMTs.

This position requires the exercise of considerable judgment and discretion. Errors in judgment could result in considerable liabilities for the three towns and the employee. Candidates should possess excellent communication, organizational, and people skills, as well as computer proficiency.

The towns look for effective and proactive community outreach from its ambulance department and welcomes applicants who have the interest and aptitude to participate in such activities.

Please find enclosed:

- A copy of the published advertisement for the position
- Position Vacancy Notice
- Position Description
- Wage Schedule
- Job Application form

Please submit your completed Job Application form before the **deadline of June 19th 2015 @ 5:00 PM.**

Your cover letter should describe the relevant skills and experience you possess for this position.

Your communications with the Town regarding this position will be reviewed and assessed as part of our hiring process.

We look forward to reviewing your completed application.



www.chilmarkma.gov

TOWN OF CHILMARK
CHILMARK, MASSACHUSETTS

TOWN OFFICES:
Beetlebung Corner
Post Office Box 119
Chilmark, MA 02535
508-645-2100
508-645-2110 Fax

Position Vacancy Notice

POSTING DATE: 4 June 2015

START DATE: 2 July 2015

TITLE: **Administrative Assistant/ Clerical**

INITIAL RATE OF PAY: **HOURLY GRADE 6:** Step 1 \$22.10/hr.

PART-TIME: **20 Hours a week**

BENEFITS: 75% Health & Life Insurance, County Retirement & EAP

SUMMARY OF DUTIES: Provide administrative support to Tri Town Ambulance Committee and Ambulance Chief as assigned by the supervisor.

REQUIREMENTS:

- *Serve the public courteously and responsively*
- *Establish and maintain good working relationships with full-time and volunteer staff*
- *Maintain files, organization of appointments and meetings, type agenda and minutes, attend monthly meetings of TTAC and squad.*
- *Ability to prioritize, track, and manage multiple tasks over the short and long term.*
- *Skills in general office automation; email, computer word processing and spreadsheet use in particular.*
- *The ability to complete work in a timely and accurate manner.*
- *The ability to review, organize and monitor the insurance billing process.*
- *The ability to liaise with other municipal and state agencies as directed by supervisor.*
- *Excellent written and spoken communication and interpersonal skills.*
- *High School diploma.*
- *Pre-employment physical examination.*

APPLICATION: Contact the Chilmark Selectmen's Office with your Resume and Cover Letter for an application packet. jobs@chilmarkma.gov 508-645-2101.

DEADLINE: Completed Applications should be submitted to the Selectmen's Office by **5:00 PM on Friday June 19th 2015.**

INTERVIEWS: Preliminary Interviews to be scheduled June 25th – 30th

**Tri-Town Ambulance EMT/Clerical Assistant – 37 Hours
Job Description**

- I. Position Title: Staff EMT/Clerical Assistant 37 Hours
- II. Supervisor: Ambulance Chief
- III. Definition: Full-Time 37-Hour EMT/Clerical Assistant

This position is a professional, highly skilled, full-time and year-round job at 37 hours per week as an on-duty EMT (minimum EMT-Basic, may be EMT-Intermediate or EMT-Paramedic) for the Tri-Town Ambulance service. The hours are dependent on the operational needs of the service, with 7 hours being dedicated to administrative duties only. This position is also responsible for assisting the Chief and Deputy Chief with administrative and clerical duties pertaining to the operation of Tri-Town ambulance.

IV. General Description of Duties and Responsibilities

- A. Is stationed at the West Tisbury, Chilmark or Aquinnah ambulance barns. Responds to all requests for, and provides medical care according to the licensure level of the service and the certification of the EMT in accordance with Massachusetts and Region V Treatment Protocols. Responds to calls either in the Ambulance, Ambulance intercept vehicle or personal vehicle as appropriate.
- B. Performs a daily inventory of the ambulance at the beginning of every shift. Reports any deficiencies to the Tri-Town Ambulance Chief.
- C. Orders equipment and supplies, as needs arise.
- D. Operates according to the TTA Policies and Procedures Manual and in accordance with Massachusetts and Region V Treatment Protocols.
- E. Carries a TTA radio with an assigned call sign while on duty. Answers the TTA phone while at the Ambulance barns.
- F. Assures that the ambulances, equipment, and quarters are clean and in good order. Sees that the ambulances are re-stocked after runs according to Tri-Town, Region V, and Massachusetts Regulations and Protocols.
- G. Upon daily completion of EMS tasks and while clear from ambulance runs, performs public service tasks such as taking blood pressures and giving tours of the ambulance, under the direction of the Chief.
- H. May be asked by the Chief, upon daily completion of EMS tasks and while clear from ambulance runs, to perform additional tasks related to the TTA.
- I. Works four ten-hour shifts during each week with two weeks vacation each year.

General Duties and Responsibilities of the Clerical Portion:

- J. Upon request of the Ambulance Chief or the Tri-Town Committee Chair, attends Tri-Town Committee meetings and Tri-Town Ambulance Squad monthly meetings.

- K. Attends Tri-Town Ambulance Committee meetings to take and disseminate, minutes to all committee members.
- L. Assists the ambulance Chief in tracking various stipends of run accounts for all associated volunteer squad members of Tri-Town Ambulance for incentive pay compensation and payroll for the staff.
- M. Assists the Chief in tracking, organizing, and reconciling billing issues between the ambulance and billing services, Town of Chilmark, Martha' Vineyard Hospital and the Tri-Town committee.
- N. Maintains and monitors the dissemination of information regarding Health Insurance Portability and Accountability Act (HIPPA) requirements and compliance.
- O. Assists the Chief in monitoring, maintaining and disseminating information of all local, regional, state and federal mandated requirements and compliance.
- P. Is familiar with or has access to all Tri-town ambulance, Region V, OEMS, other state and federal regulations, policies and laws regarding the ambulance service.

The essential functions or duties listed above are intended only as an illustration 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 a logical assignment to the position.

V. Required Knowledge, Skills and Abilities

- A. Current Massachusetts EMT – Basic, Intermediate or Paramedic Certification
- B. Current American Heart Association Health Care Provider Certification, and if applicable ACLS
- C. Current Valid Massachusetts Drivers License
- D. Familiarity with Tri-Town Ambulance, Region V, OEMS and State Regulations, policies, and laws concerning ambulance maintenance
- E. Ability to fill out Standard Ambulance Report Form (SARF) according to Region V standards.
- F. Physical Requirement: Good physical stamina, endurance and body condition that would not be adversely affected by frequently having to walk, stand, lift, carry and balance at times, in excess of 125 pounds in all weather conditions.
- E. Ability to maintain accurate records and files
- G. Demonstrates basic skills in typing, computer knowledge i.e. Microsoft word, excel and PP etc.
- H. Minimum of 2 years of service as an EMT Basic or Paramedic

VI. Position Grade Level & Time Requirements

VII.

EMT - BASIC:	Grade 6	
EMT – PARAMEDIC	Grade 8	Hours per Year: 1931

APPROVED BY PERSONNEL BOARD Date: _____ Chairman: _____

APPROVED BY BOARD OF SELECTMAN Date _____ Chairman: _____

RECEIVED BY Tri Town Ambulance Committee Date: _____ Chairman: _____



TRI-TOWN AMBULANCE

West Tisbury • Chilmark • Aquinnah

P.O. Box 457 West Tisbury, MA. 02575
PHONE/FAX: 508-693-4992

CONFIDENTIAL EMPLOYMENT / VOULNTEER APPLICATION

Date of Application: _____ Date Available _____

Last Name:	First Name:	Middle Initial
Address:	City	State/Zip
Telephone:	Cell phone:	Email:
		Social Security #:

Availability: (Circle all that apply) Days Nights Weekends Holidays

Requesting: (circle one) Full Time Seasonal Volunteer (at this time) Per-Diem

EMPLOYMENT HISTORY

Please List current place of employment first

Employer:	Dates of Employment:
Address:	Reason for Leaving:
Telephone:	Job Title: Pay Rate:
Duties:	May we contact employer for reference? Y/N

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Telephone:	Job Title: Pay Rate:
Duties:	May we contact employer for reference? Y/N

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EDUCATION

Please list most recent first

High School, College, Vocational or Other	Location (City State)	Graduate?	Degree (or credits from graduation)

List any foreign languages(s) and present fluency level (read, write and/or speak)

Emergency Contact: Name _____

Phone #1 _____ Phone#2 _____

Relationship _____

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References:

Please give the name, address, telephone number, and the number of years you have been acquainted with the individual. Indicate Personal, Professional or both in "Type"

Name	Address	Telephone	Years	Type

Please explain why you want to join our organization:

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Circle "Yes" or "No" for each question. Please provide details below if applicable.

1. Are you over the age of 18? Yes No
2. Do you have a current and valid MA driver's license? Yes No

(if more space is need please attach an additional sheet):

APPLICANT STATEMENT

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize Tri-Town Ambulance and/or other designated personnel to investigate and/or verify this information as deemed necessary. I also hereby release all persons, companies, and associations supplying such information from all liability. I indemnify Tri-Town Ambulance against any liability resulting from such investigations. I understand and accept that any omission, distortions, and or misinformation given by me is grounds for my immediate dismissal from consideration for employment, or termination from employment if I am hired by Tri-Town Ambulance. I agree to abide by the Tri-Town Ambulance Policies and Procedures, as well as the Chilmark Personal town By laws.

Applicant Signature

Date

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****Please submit a copy of these certifications at the time of application.** Provide a copy of any other certifications as soon as possible.

Course	Cert#	Exp Date	Tri-Town Ambulance Use only Copy Submitted
MA EMT/Advance/Medic**			
CPR (Healthcare Provider)**			
ACLS (MEDIC ONLY**)			
Drivers License **			
PALS			
PEARS			

PHTLS			
AMLS			
Nations Registry			
IS 100			
IS 200			
IS 700			
Instructor Certification(s):			
Additional Medic Information Required at time of application:			
			TTA Use Only
Previous Authorization to Practice			
Previous organization:			
Medical Control Physician:			
Dates of Authorization:			
Explanation if authorization was ever revoked:			

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TTAEMS USE ONLY

Action	Date Processed	Result(s)	Initials
Application Received			
Interview			
Job/Volunteer offer extended			

**RETURN THIS COMPLETED APPLICATION TO
Chilmark Selectmen's Office
Before 5:00 PM June 19th 2015**