

Position Vacancy Notice

POSTING DATE: 27 September 2012 START DATE: 07 November 2012

TITLE: **Staff EMT / Clerical Assistant**

INITIAL RATE OF PAY: EMT **Hourly** \$ 20.99 / hr. GRADE: 6 Step: 1
Paramedic **Hourly** \$ 24.48 / hr. GRADE: 8 Step: 1

FULL-TIME: **37 hours a week, Non-Exempt**

BENEFITS: 75% Health & Life Insurance, EAP, Deferred Comp*, Dental*
Sick, Personal & Vacation time (*Voluntary Self Funded)

SUMMARY OF DUTIES:

- Respond to all EMS calls while on duty in the TTA area and provide mutual aid as required.
- Be available to intercept in Ambulance, intercept vehicle or personal vehicle as appropriate.
- Performs Public service tasks for community.
- Attends TriTown Ambulance Committee and Squad meetings, providing secretary duties.
- Assists Chief monitoring, maintaining and disseminating mandated requirements and compliance.
- Maintains and monitors HIPPA requirements and compliance.
- Tracks, organizes, and reconciles billing and stipends.
- Performs daily inventories and equipment maintenance.

REQUIREMENTS:

- Current MA EMT Basic, Intermediate or Paramedic Certification. PARAMEDIC PREFERRED.
- Current AHA Health Care Provider Certification
- Current AHA ACLS Certification, if applicable.
- Current AHA Basic Life Support Instructor Certification is desirable
- Current valid MA driver's license
- Familiarity with the TTA operational policies or the ability to learn them.
- Familiar with or the ability to obtain Region V, OES and state regulations, policies, laws and recommendations.
- Ability to tactfully and appropriately interface with all levels of EMTs.
- The position requires excellent judgment and the ability to prioritize decisions that can affect patient care.
- Ability to work in a stressful and occasionally challenging environment.
- *Excellent communication and interpersonal skills.*
- May be exposed to hazardous conditions while on duty.
- Pre-employment physical examination
- Ability pass a Criminal Offender Records Information check

APPLICATION: Contact the Selectmen's Office for an application packet asstexecsec@chilmarkma.gov 508-645-2101

QUESTIONS: Contact Ambulance Chief Paul Wilkins ttemschief@vineyard.net 508-693-4992

DEADLINE: Completed Applications with a cover letter and resume should be submitted to the Selectmen's Office by
4:00 PM on Monday October 15th 2012.

INTERVIEWS: Tentatively scheduled for the week following