

**POSITION DESCRIPTION  
COUNTY OF CASS, INDIANA**

**POSITION:** EMT - Basic  
**DEPARTMENT:** EMS  
**WORK SCHEDULE:** As Scheduled  
**JOB CATEGORY:** SO (Special Occupations)

**DATE WRITTEN:** October 2021  
**DATE REVISED:**

**STATUS:** Full-Time  
**FLSA STATUS:** Non-Exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Cass County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application procedures and perform essential functions of the job, unless those accommodations would present an undue hardship.

The Emergency Medical Technician – Basic responds in an emergency vehicle under emergency and non-emergency conditions and provides emergency medical care at the basic life support level.

**DUTIES:**

Provides emergency medical care at the basic life support level according to Cass County EMS practices and policies, established protocols, verbal and written orders and state regulations.

Monitors patients while in transport and continues treatment initiated on the scene.

Drives an emergency vehicle under emergency and non-emergency conditions.

Performs patient assessments and initiate appropriate treatment.

Assists the paramedic as indicated.

Assures ambulance is in operable conditions, which includes cleanliness, orderliness and prompt restocking of equipment and supplies; determines vehicle readiness by checking fuel, lights, tires, and start/stop capabilities.

Maintains communication and medical equipment in the field and reports defects for repair or replacement.

Responds to runs from dispatcher.

Coordinates with healthcare facilities regarding patients' vital statistics.

Completes patient care reports and other documentation.

Provides age-appropriate care (i.e. neo-natal, pediatric, adolescent, adult, geriatric).

Coordinates public safety personnel in emergency situations.

Performs related duties as assigned.

**I. JOB REQUIREMENTS:**

High school diploma or equivalent (GED).

Indiana Emergency Medical Technician - Basic Certification.

Possession of a valid driver's license and a demonstrated safe driving record.

American Heart Association CPR Certification.

Continuing education to maintain all required certifications.

Must have normal use of limbs, eyes, ears and voice required to treat patients and to operate sophisticated electronic devices.

Ability to hear spoken information from co-workers, patients, physicians, dispatchers, other allied health personnel bystanders, and public safety professionals and sound in common to the emergency scene.

Must have excellent verbal communication skills.

Ability to exercise independent judgment in critical, emergency situations.

Must be detail oriented.

Ability to interact in a calm, effective and courteous manner with patients, public, and hospital staff.

**II. DIFFICULTY OF WORK:**

Incumbent provides emergency medical care at the basic life support level according to Cass County EMS practices, policies, and established protocols. They must use considerable judgement in critical, emergency situations.

**III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, EMS Director, medical and other emergency personnel, patients and their families, and the public for the purpose of resolving problems and rendering services.

Incumbent reports directly to the Cass County EMS Director.

**V. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs a majority of duties in the field, involving sitting/walking at will, sitting/standing/walking for long periods, lifting/carrying persons or heavy equipment over 50 pounds, pushing/pulling objects, bending, crouching/kneeling, reaching, keyboarding, close/far vision, color/depth perception, handling/grasping/fingering objects, speaking clearly, and hearing sound/communication.

Incumbent occasionally works extended, evening and/or weekend hours, and occasionally travels out of town for meetings/conferences, sometimes overnight.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of EMT - Basic describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print/Type name