

**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: 12-13-12

Chairman: 

APPROVED BY BOARD OF SELECTMAN

Date \_\_\_\_\_

Chairman: \_\_\_\_\_

RECEIVED BY Tri Town Ambulance Committee

Date: \_\_\_\_\_

Chairman: \_\_\_\_\_