

**JOB DESCRIPTION**  
**Emergency Medical Service Volunteer (EMT)**  
**(Volunteer Position)**

**GENERAL PURPOSE**

The Emergency Service Only Volunteer (EMT) serves the community by responding to and dealing with emergency situations, natural conditions that pose a threat to life and property, and incidents of service to the citizens. They perform within the scope of the policies and procedures of Port Ludlow Fire & Rescue and are responsible for the protection of life and property through medical services, emergency scene support, public education and other like duties. They perform a full range of emergency medical work under adverse and strenuous physical conditions. EMS Only Volunteers have a high risk of exposure to infectious diseases encountered during emergency medical incidents. The EMS Only Volunteer will render emergency medical aid at the level of his/her training and certification in the State of Washington.

EMS Only Volunteers are required to attend regularly scheduled training in order to maintain the high level of knowledge, skill and ability necessary to function safely and effectively as an EMS provider in accordance with state law, county protocols, and standard operating procedures.

The work performance of a EMS Only Volunteer is continuously evaluated for general knowledge, skill proficiency, and ability to work as part of a team. Any deficiencies are corrected through remedial training.

**DISTINGUISHING CHARACTERISTICS**

The EMS Only Volunteer is a non-compensated position. The EMS Only Volunteer may be awarded “points” in an effort to cover expenses incurred in the course of volunteering for the District. EMS Only Volunteers are not normally assigned shifts but are expected to respond from home or work to District calls.

EMS Only Volunteers do not perform fire suppression activities. Their service is limited to functions that are classified as Emergency Medical Services.

Individuals fulfilling the duties and responsibilities of a EMS Only Volunteer will at all times present themselves in a courteous, professional and responsible manner.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

EMS Only Volunteers participate in EMS drills and attend classes on emergency medical services, disaster control, and related fields, maintain skill level through ongoing training to prevent degradation of skills, receive emergency alarms; operate radio and other communications equipment under routine and emergency conditions, work in conjunction with firefighters and other EMS provider at emergency scenes, drive or ride Fire Department apparatus to alarms, place equipment, and other tools and equipment as required. EMS Only Volunteers respond to

requests for pre-hospital emergency medical care and transport of sick or injured persons, setting up and/or operating oxygen and auto-defibrillation equipment, administering pre-hospital emergency medical care to the sick and injured and performing other related work as assigned.

## **DESIRED MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- Modern EMS principles, procedures, techniques, and equipment
- Modern fire service principles, procedures, techniques, and equipment as they relate to EMS.

### **Ability to:**

- Communicate effectively, both orally and in writing; ability to understand and carry out verbal and written instructions using the English language.
- Deal with the public courteously and effectively.
- Maintain harmonious working relationships with coworkers.
- Understand and execute specific orders or instructions.
- Ensure that all work is performed in a safe manner, following all applicable safety guidelines.
- Work in real and potential hazardous conditions to the extent of possible serious injury or loss of life.
- Recall facts and conditions observed while under severe physical and emotional stress.
- Obtain or possesses and maintain certification as an EMT-Basic or IV Tech, or Intermediate, when eligible per County standards.
- Maintain physical conditioning necessary to perform efficiently in emergency situations; meet medical and physical agility standards as established.
- Learn the geography of the District, the location of important buildings and the street system.
- Participate in training drills; attend school and classes on first aid and emergency medicine and other classes associated with recognized EMT standards.
- Learn and apply technical information pertaining to EMS.

- Analyze and cope with a variety of emergency situations calmly but effectively and to react quickly to secure accurate and precise information on the location, extent, and nature of fires and emergency aid requests.
- Work within a para-military organization and respond readily to directives.
- Establish and maintain effective working relationships with co-workers, supervisors, and the general public; to work effectively as a team member.
- Assist career staff in updating map book for new additions, streets, and complexes for use in emergencies.
- Service and operate District EMS equipment and apparatus.
- Perform necessary maintenance, testing and care of EMS equipment and apparatus.
- Prevent waste and damage of materials, supplies, and equipment.
- Perform general maintenance and minor repairs to station facilities; perform assigned janitorial activities and minor maintenance and painting.
- Perform community service activities.
- Maintain necessary records and reports, incident forms, and daily shift operation logs, to accommodate needs of the district including computer data entry.

### **Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school and it is desirable to have obtained an associate's degree and/or a four-year college degree in emergency medicine or a related field.

### **Licenses; Certificates; Special requirements:**

- High School Diploma or GED
- A valid Washington State Driver's License
- Washington EMT-Basic certification

### **PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands:**

Work is performed primarily in the fire station, then on emergency medical scenes, mass casualty, fire scenes and extra ordinary events as they occur. Performing tasks under emergency conditions may require strenuous exertion. The exposure to death, emotional stress, patients with contagious diseases and terminal illnesses can be expected.

**Mental Demands:**

While performing the duties of this position, the employee will be regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; and interact with fire district members, other organizations and the public.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical hazard from heavy lifting, equipment, traffic, and falling objects at emergency scenes, and exposure to health risks may occur. Performance of hazardous tasks under emergency conditions may require strenuous exertion under such handicaps as extremes in temperatures, cramped surroundings, and contact with death, emotional stress, contagious diseases, and terminal illness.