



## **EAST BAY AMBULANCE**

110 High Lake Road  
Traverse City, MI 49686

(231) 947-0299  
(231) 947-0602 fax

## **Full Time Paramedic Position in a Great Work Atmosphere**

Visit [eastbaytwp.org](http://eastbaytwp.org)  
for details and Application;  
Application deadline;  
Thursday, December 27, 2018 by 5 p.m.

### **Synopsis of Employment Listing for Full Time Paramedic**

#### **The Organization:**

East Bay Ambulance – *An Equal Opportunity Employer* – is conveniently located southeast of Traverse City, and offers a work atmosphere which values integrity, proficiency, hard work and a friendly atmosphere. The EMS offices are within Grand Traverse Metro Station 9, located at 110 High Lake Road. East Bay Ambulance serves the residents of East Bay Township with pride and clinical excellence, producing quality outcomes at a Basic Life Support level. East Bay Township Ambulance is currently in the process of becoming an Advanced Life Support agency. Come and be part of this change!

#### **The Position:**

East Bay Ambulance is looking for two full-time Paramedics. Applicants must possess a current Paramedic license. Each full-time position will be 48 hours per week, with a varied shift schedule of 24-hour shifts, including a regular rotation of weekends and holidays. The positions include a competitive benefits package including group insurance (health, dental, vision, life, and disability), Paid-Time Off, and 457 Defined Contribution Plan.



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**Position Title:** Paramedic

Full Time (48 hours/week)

Two 24 hour shifts/ week

**Location:** East Bay Charter Township

**Salary:** \$15.50-\$19.00

**Application:** [www.eastbaytp.org](http://www.eastbaytp.org)

**Application Deadline:** 12/27/2018 by 5pm

**Start Date:** Mid-January (upon mutual agreement)

### **BROAD STATEMENT OF RESPONSIBILITIES**

The paramedic's main responsibility is emergency medical response. Knowledge of all ambulance operations and basic rescue equipment/vehicles is a must. Knowledge and experience working with word processing and data entry is required. Basic maintenance of ambulances and all related equipment and training on such equipment is also required.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

- Respond to all emergency and non-emergent ambulance calls while on duty and care for patients as needed per Medical Control.
- Perform and document ambulance vehicle maintenance.
- Perform daily/weekly rig/equipment checks.
- Assist in general building and equipment maintenance and housekeeping of office and living quarters.
- Assist with public education programs as needed/requested.
- Assist in preparing and maintaining monthly checks on station generator.
- Promotes personal, co-worker, and patient safety utilizing appropriate carrying, lifting, and extrication maneuvers.
- Maintains licensure and participates in ongoing quality assurance training and department meetings.
- Other duties as assigned by Ambulance Director.

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

- High School Diploma
- Must possess at all times, a current Michigan Paramedic license or higher, CPR card and all Northwest Regional Medical Control required programs and certifications including PALS, ACLS and PHTLS or ITLS, and a valid driver license with valid auto insurance.
- Must have proficiency on all ambulance apparatus.
- Knowledge and experience in working with word processing/data entry.
- Ability to work with minimum supervision and to be a self-starter.
- Scheduling flexibility.
- Strong interpersonal skills to interact effectively with the public and other agencies.
- Appropriate communication skills which support quality patient care and confidentially, encourages co-workers, and reflects a quality organization.
- Adhere to all Policies and Procedures as printed in the *East Bay Charter Township Employment Manual*.

Please send completed applications to [lemcooleastbayambulance@gmail.com](mailto:lemcooleastbayambulance@gmail.com) with the subject line, "Ambulance Application for Employment" or return them to the township hall at 1965 N. Three Mile Road.

#### ***An Equal Opportunity Employer***

*All persons shall have equal employment opportunities with East Bay Charter Township regardless of race, color, religion, sex, marital status, or national origin.*



**EDUCATION:**

	Name and Address of School	No. of Years Attended	Did you Graduate?	Subject/Major
Elementary School				
High School				
College				
Specialized Training				

Are you employed now?

\_\_\_\_\_

May we contact your present employer?

\_\_\_\_\_

Have you ever applied to EMS-9A before? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, under what name and when? \_\_\_\_\_

Do you have US Military experience? \_\_\_\_\_

Branch: \_\_\_\_\_ Rank: \_\_\_\_\_

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

Date Discharged: \_\_\_\_\_ Honorably? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you lawfully entitled to be employed in the United States?

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

Have you ever been convicted of a crime except a minor traffic violation?

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

(The response to this question will be considered in the context of its job-relatedness only)

If so, please state citation, date and place where offense occurred:

\_\_\_\_\_

Please provide any additional information such as special skills, training, management experience, equipment operation or qualifications you feel will be helpful to us in considering your application.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**REFERENCES:**

Three individuals not related to you, whom you have known at least for one year:

1. \_\_\_\_\_

\_\_\_\_\_  
(Name, Address and Telephone, Relationship, Years Acquainted)

2. \_\_\_\_\_

\_\_\_\_\_  
(Name, Address and Telephone, Relationship, Years Acquainted)

3. \_\_\_\_\_

\_\_\_\_\_  
(Name, Address and Telephone, Relationship, Years Acquainted)

**EMERGENCY CONTACT:**

\_\_\_\_\_  
(Name, Address, City, State/Zip, Telephone Number)

**CURRENT AND MOST RECENT EMPLOYERS: (Most recent one first)**

Date Month/year	Name, Address and Telephone No. of Employer	Salary: Starting/Ending	Last Position Held/Responsibilities	Reason for Leaving
From:				
To:				
From:				
To:				
From:				
To:				

May we contact the Employers listed? Yes \_\_\_\_\_ No \_\_\_\_\_

If not, which one(s)?

\_\_\_\_\_

**Please read the following statement carefully before signing to indicate your understanding:**

I understand that prior to being offered employment; I may be requested to take an employment examination. In the event that I have a disability that will affect my ability to take the test, I will so inform the Township prior to the administration of the test so that a reasonable accommodation can be made. The Township reserves the right to require medical documentation regarding the need for accommodation.

I certify that the facts contained in the application are true and complete to the best of my knowledge and understand that if employed, falsified statements or omitted information on this application may result in termination.

I understand and agree that if hired, my employment is for no definite period and may regardless of the date of payment of my wages and salary, be terminated with or without cause, at any time, with or without notice.

I authorize investigation of all statements contained in the application for any employment-related purposes. I release the listed references and all employers, except those specifically stated\*, to provide you with any and all applicable information they may have. I hereby release these references and former employers from all liability for any information they may give to you.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\*Employers specifically stated:

\_\_\_\_\_

For Employer Use Only	
Interviewed By: _____	Date: _____
Hired: Yes _____ No _____	
Starting Date: _____	Position: _____
Wage: _____	
Additional Comments: _____	
_____	