

East Bay Charter Township

5

Job Descriptions Ambulance Department



EAST BAY AMBULANCE

110 High Lake Road
Traverse City, MI 49686

(231) 947-0299

(231) 947-0602 fax

eastbay9a@hotmail.com

May 22, 2009

To: Supervisor Lile and Township Board
From: Mikie Parker, Medical Director
Re: Update of East Bay Ambulance job description

Dear Glen and Township Trustees,

We, at the ambulance service, have been working the past year or so on updating our job descriptions. A lot of this is due the changes at station 9 in particular and how we fit in with Metro Fire and its' changes the past two years.

Enclosed are the updated job descriptions that we have been working on. The major difference is that we removed the requirement for membership to Metro Fire as part of the job description. These job descriptions were written years ago when East Bay Station 9 staff had to be both firefighters and transporting medical ambulance personnel. This "East Bay Fire and Rescue Department" no longer exists. The Metro Fire Department has changed drastically and they are not in the ambulance business. At station 9, the only Metro station that has an ambulance, 9A is in constant competition *daily* for staff, as Metro pulls from our staff to cover their "fire shifts" at the Metro stations. 9A members are still encouraged to become firefighters if they choose, but we no longer wish it to be a requirement for employment to the East Bay Township Ambulance staff.

We had an ambulance staff meeting just last week, May 12, and it was unanimous that we make this change. I, as well as most of the staff, believe that by making this change, we will also open up much more opportunities for recruitment of new personnel now that firefighting is not a requirement for the ambulance service. I also believe that it will also free up more time from the current station 9 members to have a choice now if they want to continue to be both firefighters and EMS personnel. If they make the choice to become EMS only staff, this also may add to the time that can be given to East Bay Ambulance.

As we begin our 2010 budget process, I also would like to try and have complete 24 hour coverage; 7 days a week using a combination of hourly paid staff and on-call staff. Currently, we are covering week days with paid hourly staff, night time from 10 pm until 6am - 7 days a week, and on call staff, seasonally from Memorial Day - Labor Day, Saturdays and Sundays during the day.

I am asking, for the June 2009 Board meeting, that the township board approve the updated job descriptions attached. We, the ambulance crew, can finally move forward with a new clarity for the staff and what exactly their roles and responsibilities will be as a transporting ambulance service.

Sincerely,

A handwritten signature in cursive script, appearing to read "Mikie Parker". The signature is written in black ink and is positioned to the right of the word "Sincerely,".

Mikie Parker

East Bay Ambulance Medical Director

Job Descriptions Ambulance Department

a) Part-Paid Emergency/ Non Emergent
Ambulance Staff

Motion by: _____ Second by: _____

To

Adopt

Table

Deny

Roll Call Vote:

Yes: _____

No: _____

Absent: _____

Abstain: _____

Motion

Passed

Failed

East Bay Township

Position Description (New as of 2009)

Title: Part- Paid Emergency/Non Emergent Ambulance Staff (Formerly the Volunteer Staff)

Reports to: Medic 9

Position: On-Call, Part paid hourly (To be determined by need, season, event etc.)

BROAD STATEMENT OF RESPONSIBILITIES:

Main responsibility is EMS emergency 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. Basic maintenance of ambulance vehicles and related equipment will be performed. Individual will be cross-trained on some aspects of the office jobs as well.

SPECIFIC DUTIES AND RESPONSIBILITIES PER SHIFT, EVENT OR PER CALL ATTENDED:

1. Respond to emergency and non emergent ambulance calls
2. Perform and document ambulance vehicle maintenance as needed
3. Assist with public education programs as needed/requested
4. Assist with specific events as pertains to EMS emergency response

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. High School Diploma
2. Must possess at all times, a current Michigan EMT license or higher, CPR card and all North West Regional Medical Control required programs and certifications.
3. Must have minimum proficiency on all ambulance apparatus
4. Knowledge and experience in working with word processing/data entry
5. Ability to work with minimum supervision and to be a self-starter
6. Scheduling flexibility (with other staff)
7. Strong communication and interpersonal skills to interact effectively with the public and other agencies
8. Although not required, Basic Fire and Rescue ground scene operations/equipment knowledge is preferred
9. Adhere to all Policies and Procedures as printed in the EAST BAY CHARTER TOWNSHIP EMPLOYMENT MANUAL.

Job Descriptions Ambulance Department

b) Ambulance/ Office Staff

Motion by: _____ Second by: _____

To

Adopt

Table

Deny

Roll Call Vote:

Yes: _____

No: _____

Absent: _____

Abstain: _____

Motion

Passed

Failed

East Bay Township

Position Description

Title: Ambulance / Office Staff

Reports to: Medic 9

Position: Full Time (40 hours/week)

BROAD STATEMENT OF RESPONSIBILITIES:

Main responsibility is EMS emergency 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. Individual will be cross-trained on some aspects of basic maintenance of ambulance and related equipment.

Basic knowledge of insurance billing and accounts receivable is recommended. Some light housekeeping and maintenance on office and its' equipment will be necessary.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Respond to all emergency and non emergent ambulance calls
2. Prepare all ambulance billings and handle all billing inquiries
3. Assist in performing daily/weekly rig/equipment checks
4. Prepare monthly compensation/payroll reports ambulance staff
5. Assist station maintenance person(s) as needed/requested
6. Assist public education programs as needed/requested
7. Assist Medic 9 with State and Medical Control mandated programs
8. Other duties assigned by Medic 9

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. High School Diploma
2. Must possess at all times, a current Michigan EMT license or higher, CPR card and all North West Regional Medical Control required programs and certifications
3. Must have minimum proficiency on all ambulance apparatus
4. Knowledge and experience in working with word processing/data entry
5. Strong communication and interpersonal skills to interact effectively with the public and other agencies
6. Scheduling flexibility with other staff
7. Ability to work with minimum supervision and to be a self starter
8. Although not required, Basic Fire and Rescue ground scene operations/equipment knowledge is preferred
9. Adhere to all Policies and Procedures as printed in the EAST BAY CHARTER TOWNSHIP EMPLOYMENT MANUAL.

Job Descriptions Ambulance Department

c) Ambulance/ Maintenance

Motion by: _____ Second by: _____

To

Adopt

Table

Deny

Roll Call Vote:

Yes: _____

No: _____

Absent: _____

Abstain: _____

Motion

Passed

Failed

East Bay Township

Position Description

Title: Ambulance / Maintenance

Reports to: Medic 9 ----- Maintenance duties – Medic 9 / Station Captain of Metro Fire

Position: Full Time (40 hours/week)

BROAD STATEMENT OF RESPONSIBILITIES:

Main responsibility is EMS emergency 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. Basic maintenance of ambulance vehicles and related equipment will be performed. Individual will be cross-trained on some aspects of the office jobs as well.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Respond to all emergency and non emergent ambulance calls
2. Perform and document ambulance vehicle maintenance
3. Perform daily/weekly rig/equipment checks
4. Assist in performing building maintenance; keeping the station clean inside as well as the outside. Jobs may include housekeeping duties, i.e.: washing kitchen, cleaning/mopping meeting room, washing bathrooms, cleaning the crew office, washing vehicles, cleaning the mechanical room, pulling weeds and washing windows. Seasonal jobs also will be performed. These jobs will be assisting Metro fire personnel in station on any given day.
5. Assist with public education programs as needed/requested
6. Prepare and maintain all ambulance vehicle maintenance files
7. Assist Metro Fire Staff in preparing and maintaining inventory in the mechanical room; i.e. tools, cleaning supplies, paper supplies, etc. Assist in preparing and maintaining monthly checks on generator with Metro Fire Staff
8. Other duties assigned by Medic 9 and Station Captain in regards to station maintenance
9. Assist Medical Director in word processing, stats and other office duties

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. High School Diploma
2. Must possess at all times, a current Michigan EMT license or higher, CPR card and all North West Regional Medical Control required programs.
3. Must have minimum proficiency on all ambulance apparatus
4. Knowledge and experience in working with word processing/data entry
5. Ability to work with minimum supervision and to be a self-starter
6. Scheduling flexibility (with other staff)
7. Strong communication and interpersonal skills to interact effectively with the public and other agencies
8. Although not required, Basic Fire and Rescue ground scene operations/equipment knowledge is preferred
9. Adhere to all Policies and Procedures as printed in the EAST BAY CHARTER TOWNSHIP EMPLOYMENT MANUAL.

Job Descriptions Ambulance Department

d) Ambulance/ Administrator

Motion by: _____ Second by: _____

To

Adopt

Table

Deny

Roll Call Vote:

Yes: _____

No: _____

Absent: _____

Abstain: _____

Motion

Passed

Failed

East Bay Township

Position Description

Title: East Bay Ambulance Administrator (Medical Director)

Reports to: Township Supervisor/Township Board

Position: Part time (up to 16 hours, (2 days) per week) as needed and/or what the current budget would allow.

BROAD STATEMENT OF RESPONSIBILITIES:

Main responsibility is EMS emergency response. Medical Director will act as responsible person for ambulance service. 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:

1. Respond to all emergency and non-emergent ambulance calls
2. Knowledge of basic ambulance vehicle maintenance
3. Assist Medic 9 in performing or delegating basic ambulance vehicle maintenance
4. Assist Medic 9 in maintaining records and files on all vehicle and equipment maintenance
5. Knowledge of all ambulance equipment (portable equipment included)
6. Assist Medic 9 in performing or delegating ambulance equipment maintenance
7. Assist Medic 9 in scheduling/Conducting/maintaining all records and files of monthly State/Medical Control mandated continuing education for all license levels
8. Assist Medic 9 in scheduling shifts as needed
9. Assist Medic 9 in updating 9A members monthly on all EMS current issues
10. Basic knowledge of insurance and ambulance billing
11. Will be an ex-officio member of all ambulance committees

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. High School Diploma
2. Must possess at all times, a current Michigan EMT license or higher and all Grand Traverse Medical Control required programs and certifications
3. Must have minimum proficiency on all ambulance and related equipment.
4. Knowledge and experience in working with word processing/data entry
5. Ability to work with minimum supervision and be a self- starter
6. Scheduling flexibility with other staff
7. Strong communication and interpersonal skills to interact effectively with the public and other agencies/co-workers
8. Although not required, Basic Fire and Rescue ground scene operations/equipment knowledge is preferred
9. Adhere to all Policies and Procedures as printed in the EAST BAY CHARTER TOWNSHIP EMPLOYMENT MANUAL.