	Policy Manual Dodge County EMS 440 Legion Drive Eastman, GA 31023 (478) 324-4800	
Chapter: 3	**Section**: 3.8	**Effective Date**: 3-11-2024
Chapter Reference: Job Descriptions, EMT/I-85/Advanced EMT/Paramedic		**Approved By**: Michael C. Johnson Jr.

General Definition of Work

This position is performed under the general supervision of the shift supervisor; however, the employee is expected to exercise independent and sound judgment in the handling of emergency situations. Operates a two-way radio and other communications equipment in the receiving and transmitting of public safety calls; responds to calls appropriately. Work involves responsibility for receiving, responding, and working both emergency and non-emergency calls. Calls are received and dispatched throughout a shift, employee will respond and provide the standard of care during said calls. An EMT/Paramedic must be familiar with departmental protocols, procedures, and all rules and regulations set forth by the State Office of EMS and Trauma. This position is required to work rotating shifts, holidays, and weekends.

Typical Tasks

- Operates ambulance in compliance with SOEMST rules and regulations, respective of all national and state laws, receives calls from E-911 system, telephone, or radio; Determines by nature of call, location, type of call, the need for additional resources; Transmits such messages as may be necessary in conducting operations; Keeps necessary records regarding calls and complaints, communications, and/or EMS operations. Compiles data from records kept into various daily, monthly, or other periodic reports. Maintains Patient electronic medical records. Files and maintains electronic medical records and paper records information on computer; Provides routine assistance and information to the general public where possible and appropriate; performs other duties, as assigned, that support the overall objectives of the department.

Knowledge, Skills, and Abilities

- Some knowledge of federal and state regulations governing transmission by radio; some knowledge of the methods of operating the communication system; good knowledge of geography and the road systems throughout the county; skill in detecting the scope and magnitude of an emergency; ability to speak the English language correctly and fluently; ability to maintain accurate records; ability to deal with the public and work under stressful conditions; provide appropriate standard of care, within departmental protocols unless online orders are received, in all situations.

Training and Education Requirements

- Completion of a standard high school course of study or its recognized equivalent.
- Must be able to obtain and maintain respective certification as a Georgia EMT, I-85, Advanced EMT, or Paramedic. Must meet all minimum state requirements for provider's license, complete all requirements within time allowed by state. Any forfeiture, suspension, or revocation of any certification is qualification for termination of employment.