

**City of Sheldon**  
**Sheldon Community Ambulance Team**  
**EMT**  
**Job Description**

**Updated January 8, 2024**

**Position Title:**

EMT

**Report To:**

SCAT Director/EMS Coordinator

**Position Summary:**

This position will be considered full time employee with an Iowa Emergency Medical Technician Certification. The position will be a combination of day-to day operations and will include a variety of duties in accordance with the other officers of the Sheldon Community Ambulance Team (SCAT). The position will be eligible for the standard benefits package. This is an hourly, at-will position, with potential promotion to be a paramedic.

**General Duties and Responsibilities:**

- Responding to emergency and non-emergency calls calmly, efficiently, and promptly.
- Administering basic life support and treatment to patients at the scene, enroute to the hospital, and in an out-of-hospital setting in accordance to federal, state, and local laws, regulations, and standards.
- Assessing the nature of the injury and/or illness to establish and prioritize medical protocols to follow.
- Effectively communicate with professional medical personnel at the scene and other healthcare facilities to obtain instruction regarding further patient care and to arrange reception of patients to the appropriate facilities.
- Completing Patient Care Report's (PCR's) and all other forms in a competent and timely manner, filing paperwork, run reports and other forms related to patient care.
- Be available to cover nights, weekends, and holidays as required. Work alongside the EMS Coordinator to help fill shifts as needed.
- Assist the SCAT membership committee with the recruitment and retention of volunteers.
- Communicating with the general public, Mayor, City Council, and other City and Non-City Officials, via phone, email, and/or mail.
- Assist in the cleaning, organizing, maintaining the SCAT meeting room, closets, and rigs with necessary supplies and equipment.
- Communicate with a variety of healthcare and non-healthcare professionals.
- Implement and maintain recruitment and retention tactics.
- Additional Job duties as assigned by SCAT Director/EMS Coordinator.

**Knowledge, Skills, and Certifications:**

Must possess and maintain valid driver's license, current state EMT or RN Certification.

Must be willing to obtain (if not already possessed): CPR Instructor (AHA), Driver's training, and any other certification pertinent to the role.

**Educational Requirements:**

Must have a minimum of either a high school diploma or a GED. Must also have a current certification as an EMT, AEMT, Paramedic, or be a Registered Nurse (RN). Individual must also maintain the required continuing education as required for certification by the State EMS Office.

Individual must pass the post offer assessment and drug screening tests. Additional duties and responsibilities are subject to change.

I have read and understand the Job Description and confirm that I meet the minimum job requirements and can perform the primary job responsibilities as stated for this position.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date