

## **Borough of Haddonfield Job Description**

### **FULL TIME AND PART TIME EMT POSITIONS- BOROUGH OF HADDONFIELD**

The Borough of Haddonfield is accepting applications for full time and part-time EMT positions. Previous employment a plus. Job description and application available at [http://www.haddonfeildnj.org/bid\\_rfp\\_requests\\_and\\_employment\\_opportunities/employment\\_opportunities.php](http://www.haddonfeildnj.org/bid_rfp_requests_and_employment_opportunities/employment_opportunities.php) or at the Borough of Haddonfield, P.O. Box 3005, Haddonfield, New Jersey 08003-0969. E.O.E

**Position:** Part Time EMT/Station Attendant

**Salary Range:** As of 11/01/22- Starts at \$20.13 per hour.

**Work Schedule:** Part-time on as needed basis and includes nights and weekends.

**Work Location:** Fire Station, 15 N Haddon Ave Haddonfield, NJ 08033

**Reports to:** Chief of Fire Department

### **Principle Responsibilities:**

The EMT/Station Attendant is primarily responsible for responding to all EMS calls as dispatched, rendering proper emergency medical treatment as appropriate, and transferring the patient to a medical center or hospital for proper care. This position involves working with other personnel that are assigned to the department by the Borough of Haddonfield, as well as the volunteer members of Haddon Fire Company No. 1 and the Haddonfield Ambulance Association.

Additional Responsibilities include, but are not limited to:

- Maintaining the readiness and cleanliness of the fire station building and grounds as well as ensuring building and equipment safety and security.
- Preparation and submission of the Daily Shift Report to management, with attached copies of all incident reports.
- Participation in EMS and other emergency training, including completion of continuing education requirements.

- Completion of public education and public relation duties as assigned.
- Completion of special assignments and duties assigned by the Chief of the Department.

**Requirements:**

- High School Diploma
- New Jersey Certified EMT or NREMT
- CPR: BLS Healthcare Provider Certification
- Satisfactory Motor Vehicle driving record and valid NJ Drivers License.
- Satisfactory physical condition, with demonstrated ability to deploy emergency equipment, as well as manipulated, lift and transfer of patients.
- Satisfactory medical and psychological evaluation performed by a borough designated license professional.

**Qualifications:**

- Problem solving and emergency management skills
- Communication skills-verbal and written
- Ability to work with others as a team
- Public relations skills
- Ability to coordinate and interact well with department management and fellow employees on a daily basis
- Must be able to learn new skills and procedures without problems.
- Must be flexible and be able to change with the needs of the Borough.
- **Must be service oriented.**

**Miscellaneous:**

Employment subject to a one (1) year probationary period.