

**SARGENT COUNTY, NORTH DAKOTA  
POSITION DESCRIPTION**

**Position Title: Assistant Ambulance  
Coordinator**

**Department: Ambulance**

**Date: May 2023**

**FLSA:**

**Reports To: Ambulance Coordinator**

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**PURPOSE OF POSITION:**

The purpose of this position is to assist in the coordination and direction of the daily operations of the ambulance service, operating ambulance, responding to emergency calls, administering medical assistance and transporting patients. Performs related administrative duties as directed and to direct and/or assist with staff training

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Assist in the coordination and direction of the daily operations of the ambulance service. Provide medical training and education to staff.

Operate ambulance and/or other emergency vehicles, responding to emergency calls and radio transmissions.

Assessing patients on the scene and making preliminary diagnoses, upon diagnoses, providing emergency medical treatment based upon physician approved protocols for the county including administering medication, pain relief, intravenous infusions and dressing wounds/injuries.

Transporting patients to the emergency department of healthcare facilities, such as hospitals. While in transit, monitoring and tending to patients care needs.

Communication with medical staff at healthcare facilities in order to provide patient information, including but not limited to medical condition and treatment plan.

Receive, review, prepare and process various forms and documents including but not limited to patient reports, run reports, medical reports and medical supplies as needed for service.

Maintain confidential medical files.

Assist in a variety of public and community relation activities, assists in recruiting volunteers, teaches community education classes as directed, attends meetings and professional training and education classes.

Conducts routine inspection of ambulance and equipment. Cleaning of ambulance/emergency vehicle and maintaining medical equipment.

## **ADDITIONAL DUTIES AND RESPONSIBILITIES**

Performs other related duties as required.

## **MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS**

Requires a high school diploma or equivalent with a minimum of one-year experience as an ambulance attendant or volunteer with general office skills; or any equivalent combination of education and experience. Must possess certification as a National Emergency Medical Technician, and a CPR Instructor. Must have a valid driver's license. Will be required to work irregular hours including weekends and national holidays.

## **MINIMUM ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS**

### **Physical Requirements:**

Must be physically able to operate basic office equipment to include a computer, various computer software programs, fax machine, phone system, copier, VCR, overhead projector, and television. Must have the ability to operate an ambulance and utilizes various medical equipment and supplies such as a pulse oximeter, suction unit, blood pressure monitor, oxygen regulator, and stethoscope and utilize mechanics tools and equipment to maintain ambulance.

Must be able to lift, carry, reach, stoop, push, and pull objects or materials. Must be physically capable of walking and standing on feet for periods of time.

Administrative tasks are essentially sedentary, with occasional walking, bending, light lifting, or other restricted physical activities. Emergency response tasks involve the ability to exert very heavy physical effort in very heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of heavy objects and materials (up to 100 pounds) and occasionally heavier items (100 pounds or over).

### **Numerical Aptitude:**

Requires the ability to utilize basic high school level mathematics including addition and subtraction and determining time and weight; and to interpret same as appropriate.

### **Language Ability:**

Requires the ability to read and comprehend various manuals, documents, and periodicals including teaching materials, regulations, and emergency response and medical texts.

Requires the ability to prepare required logs, reports, and financial documents with proper format, punctuation, spelling and grammar.

Requires the ability to communicate with and before others using proper English and medical terminology.

**Interpersonal Communication:**

Requires the ability to communicate with individuals to exchange basic information and provide medical guidance and information. Trains and guides groups and individuals on various health topics and techniques.

**Environmental Adaptability:**

Work performed could involve exposure to heat, cold, odors, toxic agents/chemicals, violence and potential disease. Illness, infections, burns, hypothermia, poisoning, airway damage, hearing loss, lung damage and exposure to disease are the most common potential for injury or illness during emergency response tasks.

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Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Sargent County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the