

	Waterbury Ambulance Job Description
	EMS Lieutenant/Transfer Provider (IFT Program Supervisor) Classification: Full Time (40 hours/week)

Purpose:

The IFT Program Supervisor operates as a full-time transfer provider and must be able to operate independently with an additional staff member of any certification level while operating on an ambulance, as well as perform additional duties to support the overall function of the department. The full-time lieutenant is a commanding officer reporting directly to the EMS Captains and Chief or designee and is charged with oversight of the departments inter-facility transport program. The lieutenant functions as a supervisor of day-to-day operations in the absence of a Captain/Chief, a role model for duty crews, and a IFT provider scheduled for a minimum of 40 hours/week Monday through Friday (during routine IFT hours set forth by the Chief). The IFT crew will supplement 911 operations as call volume requires.

Qualifications/Education:

- High School Diploma (GED or High School Equivalence Certificate)
- Certification: Current NREMT Certified AEMT (preferred) or EMT-B, Current State of Vermont licensed AEMT/EMT-B
- ICS-100/200/700/800; BLS CPR/AED
- Have a minimum of 1-2 years' experience at level, previous leadership experience is valuable
- Clear understanding of EMS protocols to be able to efficiently triage transfers and send appropriate level of care
- Hold a current Vermont Driver's License without restrictions
- Be physically able to meet the requirements of the job

Benefits:

- Hourly pay is \$22.25-25.75 based on certification level and experience, OT after 40 hrs/wk
- 5+ weeks of paid time-off annually used for combined sick, personal and vacation leave
- Paid holidays (see Member Manual Policy on Holiday Pay)
- Single person health insurance paid by employer at 80% of monthly premium cost, cash-in-lieu benefit available; dental and vision insurance available upon request at cost
- Simple IRA retirement account with 3% employer guaranteed match available upon hire
- Access to employee perks
 - Free/discounted skiing/riding at Bolton Valley
 - Free Ben & Jerry's ice cream
 - Free Ben & Jerry's factory tours for employee and immediate family
 - Discounts at Cabot Creamery
 - Discounts at local gyms and fitness centers
 - Discounts at local restaurants/stores
 - Other perks available to active personnel

Essential Functions as an AEMT/EMT:

This information is intended to describe, but not limited to, the position's key clinical responsibilities. The following examples do not identify all duties performed by the candidate. The candidate is expected to perform other related duties, as assigned.

- Administer basic or advanced life support care to sick or injured persons in prehospital settings using the Vermont Statewide Emergency Medical Services Protocols as the guide
- Be able to properly assess the nature or extent of illness or injury to establish and prioritize medical procedures at level of licensure
- Act as a professional, knowledgeable, experienced Provider in the field under the full vested authority of the Vermont Department of Health EMS Protocols, as sanctioned by Vermont EMS District #6
- Coordinate work with emergency medical team members including shift members, MCI command, police or fire department personnel, and others as required
- Communicate with dispatchers and/or hospital personnel to provide information about the situation, to arrange acceptance of patients, or to receive instructions for further treatment
- Complete patient care reports in accordance with department and state policy
- Understand federal laws protecting medical information and patient privacy rights. Maintain these rights for you and the crew
- Attend training classes/continuing education to maintain certification licensure as required by the NREMT and state law; keep abreast of new developments in the field and maintain existing knowledge
- Continue upkeep of skill through the district skills sheet review provided by the DMA
- Be a positive ambassador of WASI
- Abide by WASI By-Laws and Member Manual
- Operate the ambulance in a safe manner in accordance with department policy and state law
- Precept EMS students as needed

Essential Duties as an EMS Lieutenant

An EMS Lieutenant at Waterbury Ambulance is a supervising command officer responsible for personnel and functional area oversight, including but not limited to the following duties:

- Thorough knowledge of department protocol, external department protocol as relevant to job description, and constant enforcement of protocols in the field to all personnel
- Maintain functional area responsibilities as assigned, with guidance from an EMS Captain. Functional areas are established in the next section
- Must complete administrative and operational tasks as assigned by ranking officers
- Must be able to work with others in a professional manner, employ constructive criticism, de-escalation techniques, and act as an approachable leader for all personnel alike
- Must be able to address personnel conflict, conduct personnel interviews and conversation, delegate personnel to different department activities, and other personnel specific tasks as required (including disciplinary actions from time-to-time)
- Must act as a member of the unified command post for EMS at the scene of a large scale or complicated incident until relieved by a more senior officer
- Act as an official representative of Waterbury Ambulance leadership at all times and especially in the absence of a chief officer
- Must be willing to accept department level communication while not on-duty as needed
- On-call rotation with other department officers for off-duty leadership needs is included as part of the operational needs of the department

Functional Area

IFT Program Supervision

- o Operate as a transfer crew member a minimum of 40 hours per week in line with department needs
- o Oversee IFT shift scheduling/recruitment under the direction of the EMS Captains
- o Communicate with primary sending facilities daily about IFT crew availability
- o Schedule IFTs in advance using a department approved calendar program for transfers and communicate to assigned crew
- o Communicate with transfer crews, officers, and on-duty 911 crews about operational status during periods of high volume
- o Act as a liaison for WASI to hospitals throughout Vermont/New York, working to improve relationships and work on increasing volume and maximizing crew use
- o Implement IFT policies and procedures as set forth by the EMS Chief or EMS Captains
- o Communicate with office manager any financial resource needs pertaining to IFTs (ferry pass, EZ pass, meal expenses, etc.)
- o Address routine facility or crew concerns related to IFT operations and promptly elevate significant complaints, safety issues, clinical concerns, or service failures through the appropriate chain of command
- o Perform other IFT program duties as assigned by the EMS Chief or EMS Captains

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