

Sumter County Office of Human Resources



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Human Resources Assistant
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Sumter County
Administration Building
13 East Canal Street
Sumter, SC 29150

Sumter County is Presently Seeking

Emergency Medical Technician Trainee/Apprentice for the Emergency Medical Services Department
Starting Salary \$14.00 per hour, Monday-Friday 8-5 until certified (40-hour week)

Examples of Work Performed: Under regular supervision, responds to emergency medical calls promptly, assisting certified providers/crew chiefs with providing patients quality medical treatment and transportation to appropriate medical facilities. Assists with completion of required records and performs routine maintenance of equipment and vehicles. Responds to emergency calls, providing emergency medical responder level first aid to patients as well as transportation to appropriate medical facility. Assists with the following tasks: obtaining patient medical history when possible, assessing the physical condition of patients, and making decisions regarding proper courses of action. Performs such duties as CPR, splint application, wound treatment, control of bleeding, monitoring and relaying of vital signs, oxygen administration at the discretion of the certified provider/crew chief. Performs all duties in accordance with established medical protocol, policies and procedures. Operates an ambulance and a wide range of life-saving/life supporting equipment, tools, generator, safety gear, siren, medical instruments, radio, supplies and a variety of office equipment. Maintains radio communications with dispatch center, hospital personnel and other public safety agencies. Provides instructions to first responders and bystanders in the use of first aid equipment. Assists in securing accident scenes as necessary, performing such duties as gathering information, preserving evidence and assisting with auto extrication. Assists with the inspection and maintenance of emergency vehicles and the performing of daily supply and equipment inventory; restocks and cleans/decontaminates equipment in preparation for subsequent medical responses and shifts. Attends in-service training as required, as well as other meetings as required. Receives reviews, prepares and/or submits various documents including daily logs, vehicle maintenance logs, charge tickets, supply order forms, insurance records, inventory lists, expense forms, check sheets, incident reports. Interacts and communicates with various groups and individuals such as the immediate supervisor, Emergency Services Director, co-workers, other County department staff, law enforcement personnel, S. C. Wildlife Department officers, rescue squad personnel, fire department personnel, Coroner, Solicitor, attorneys, public utility workers, patients and their families, hospital staff, news media, life guards, DHEC inspectors, nursing home personnel, inmates, funeral home personnel, morgue personnel, pathologists, Poison Control Center personnel, etc., and the general public. Maintains cleanliness of ambulance as required. Performs general housekeeping of station. Participates in public relations activities as necessary. Performs related duties as required. Reports to the Paramedic and/or Crew Chief of unit/station. Attends scheduled Emergency Medical Technician course Monday, and Thursday, excluding holidays for duration of course. Attends skills training sessions and reviews on Friday. Rides as a third person in an observing capacity on assigned ambulances on Tuesday and Wednesday. Trainee/Apprentice will receive on-the-job training in first aid, CPR, CEVO, Blood Borne Pathogens. Trainee/Apprentice will complete training in departmental policies and procedures, medical equipment familiarization and operation. Trainee/Apprentice will operate as a student employee for the duration of the EMT Course. Once completion of the EMT Course, the Trainee/Apprentice will operate in a 3rd person capacity and attend regular study sessions prior to attempting the NREMT Exam. Trainee/Apprentice will maintain a 40-hour work week schedule until successful completion of the EMT Exam.

Required Knowledge, Skills & Abilities: Trainee/Apprentice MUST successfully complete the Emergency Medical Technician National Registry Exam and obtain South Carolina certification within 6 months of employment. Trainee/Apprentice will be required to sign a 2-year contract after successful completion of EMT Certification process. Trainee/Apprentice will receive a pay increase upon successful completion of EMT Course and an additional pay increase after successful completion of NREMT Exam and South Carolina Certification process. Additional training requirements MUST be completed prior to 1 year of employment to successfully complete the apprenticeship program. After successful completion of the EMT Certification process, the employee will be assigned to a 24/72 modified shift and the hourly rate adjusted to reflect the EMT pay grade. Trainee/Apprentice must be able to make sound, educated

decisions that affect lives. Has the ability to show a high level of discretion and flexibility in daily operations and able to perform according to standards despite working long hours and intense, exhausting schedules. Shows proficiency in providing assistance to co-workers as needed. Is skilled in the compilation of various records and related information. Must be able to communicate in a firm and tactful manner with various agencies, members of the public and County departments and is persuasive in such communication. Is able to utilize and maintain various tools and equipment as necessary in the completion of daily activities. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Must be able to lift and/or carry weights of 200 pounds or more, including moving patients to safety or onto stretchers.

Minimum Requirements: Must be 18 years of age. Requires high school diploma or GED equivalent. Must be in good physical health. Must possess a valid state driver's license and a satisfactory driving record. Must have SLED Background Check.

Benefits: One of the most important benefits offered to full time Sumter County employees is the opportunity to select the State Health Plan for insurance coverage. The plan offers complete freedom of choice in selecting a doctor or health care provider, the choice of treatment facilities, as well as where and how to purchase medication. Retirement benefits are offered to all Sumter County employees who are eligible and members of the South Carolina Retirement System (SCRS). A complete listing of benefits offered will be given at the interview and again during the benefits orientation.

Qualified applicants interested in applying should:

Visit our website at www.sumtercountysc.gov for a pre-employment application

And

Email cover letter, résumé and application to Kimberly R. Hooks at khooks@sumtercountysc.gov

Or

Fax cover letter, résumé and application to (803) 774-2827

Opening Date: December 13, 2023

Closing Date: Open Until Filled

EEO/AA-DRUGS DON'T WORK