

**Town of Colchester
Job Description**

Job Title: Career Captain	Department: RESCUE
Reports to: Assistant Rescue Chief	Pay Level: Grade 10: AEMT Grade 11: Paramedic

Job Function: The Career Captain is the crew/ shift leader. The Career Captain also responds to calls for aid, and provides medical care to the sick and injured

Essential Functions:

1. Delivers, and is responsible for, patient care in a complete and appropriate manner within his or her level of training.
2. Responsible for Crew Captain responsibilities as stated in the CRS Membership Handbook.
3. Ensures all equipment and vehicles are in full operational status at the beginning of each shift
4. Responsible for training of crew members (probationary, driver & crew chief checklists)
5. Evaluates performance, provides critique and immediate feedback to personnel, either verbally or in writing when appropriate
6. Has authority to remove any member of on duty crew for reasons of unprofessional conduct, safety, medical concerns, or patient care issues and will notify the Assistant Chief or Chief as soon as possible
7. Attends squad trainings and meetings
8. Follows, and ensures crew members understand all department and Town policies and guidelines.
9. Assists with routine cleaning and decontamination of ambulances, daily cleaning of the building, community outreach, public relations, and other day-to-day operations of the department.
10. Participates in Continuous Quality Improvement, and data entry review of run reports. Ensures reports are ready for billing each week
11. Assists the CPR Training Center Coordinator with day-to-day tasks as needed
12. Seeks out projects and ideas to better the organization
13. Conducts various other related duties as assigned

Knowledge, Skills and Abilities:

1. Licensed at the Vermont AEMT level, or higher
2. Crew Chief and Driver experience
3. Minimum of 3 years of field experience in Emergency Medical Services
4. Valid Driver's License, with privileges to operate in Vermont
5. Willingness to work alongside both volunteer and career members
6. Computer skills that include key boarding and basic software applications
7. Honest, dependable, motivated, and able to work independently with minimal direction or supervision, and be self motivated
8. Must maintain a professional appearance and attitude at all times.
9. Good leadership and organizational skills and the ability to resolve conflict situations
10. Good inter-personal communication skills and be able to make quick, well-educated decisions

Additional Desirable Qualifications:

1. American Heart Association CPR/ 1st Aid Instructor

Physical and Mental Demands:

The individual must be able to lift 200 lbs. (with assistance) on the stretcher or stair chair and carry same weight over rough or uneven terrain, downstairs, through narrow openings, and over/around other physical obstacles on scene. The EMT works in a constantly changing physical environment and may be exposed to water, fire, ice, snow, and sun. The EMT must be able to bend, sit, stand, walk, run, push, pull, lift, carry for extended periods of time, and may be subjected to health risks such as blood borne pathogens, hazardous materials, and sharp objects. The position requires attention to details, the ability to prioritize and multi-task and the ability to deal with

stressful situations and handle difficult persons. Individuals may have to perform tasks and make decisions with little sleep, or after being woken up.

The position requires attention to detail, well developed organizational skills, and the ability to prioritize and meet deadlines. Also requires the ability to work well with people of all age groups, while maintaining a positive attitude. Some of the information the Career Captain will be privileged to is confidential, and must be kept as such.

Disclaimer:

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted, as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees, assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.

Approvals:

Department Head: _____ Date: ____/____/____

Human Resources: _____ Date: ____/____/____

**Town of Colchester
Job Description**

Position: **Outreach Coordinator**

Reports to: Assistant Rescue Chief

Department: RESCUE

Job Function: The Outreach Coordinator is responsible for all outreach programs and public relations (PR) for the department. Also serves on the Membership Committee.

Essential Functions:

1. Responsible for outreach including, but not limited to...
 - a. Coordinates outreach programs in the schools, and throughout the community
 - b. Coordinates groups of members to participate in outreach and PR programs
 - c. Contact person for all outreach and PR events for rescue
 - d. Coordinates crews/ members for standby events within Colchester
2. Assists with Membership Committee functions
3. Help implement recruitment & retention programs

Knowledge, Skills and Abilities:

1. Must be willing to work with volunteer and career staff members, and members of the public
2. Possess good organizational skills, and excellent inter-personal communication skills
3. Have computer skills that include key boarding and basic software applications
4. Must maintain a professional appearance and attitude at all times.
5. Must be honest, dependable, motivated, and able to work independently with minimal direction or supervision

Physical and Mental Demands:

The position requires attention to details, well developed organizational skills, and the ability to prioritize and meet deadlines. Also requires the ability to work well with people of all age groups, while maintaining a positive attitude. Some of the information the Outreach Coordinator will be privileged to is confidential, and must be kept as such.

Disclaimer:

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Human Resources: _____ Date: ____/____/____