



Westmoreland County Department of EMS
Blake Byrd, Assistant Chief
111 Polk Street, Montross VA 22520
804-493-9147

Vacancy Announcement

EMT- Basic: Full & Part-Time EMT-Basic

Full – Time Base Salary: \$31,502 - \$51,914 annual (Based on Experience)

Part – Time Hourly Rate: \$15.14-24.96 per hour (Based on Experience)

The Westmoreland County Department of EMS is seeking qualified applicants for Full-Time and Part-Time EMT-Basic vacancies.

Prerequisites:

- Minimum of 18 years of age
- Valid Driver's License, Current copy of Virginia driving record
- Emergency Vehicle Operators Course (EVOC) – **Minimum EVOC Class 2**
- Current State of Virginia EMT-Basic Certification
- Current CPR Certification (BLS Healthcare Professional or equivalent)
- Hazardous Materials Awareness
- National Incident Management System (NIMS) 100, 200, 700, 800
- Proof of release by OMD
- Must have a valid completion certificate of Westmoreland County Department of Emergency Services physical agility test to move forward with the hiring process.

The Department of Emergency Services is a rapidly growing organization, looking for highly motivated individuals. Eligible applicants must successfully complete an oral interview, medical and drug screening, as well as completion of the WDES physical agility test.

To be considered for one of these positions, please submit a completed and signed employment application with copies of all EMS certifications. Applications will be accepted until all positions are filled.



Mail application and copies of all EMS certifications:
Westmoreland County EMS
Attn: Blake Byrd, Assistant Chief of EMS
PO Box 1000
Montross, VA 22520

or E-mail Blake Byrd: bbyrd@westmoreland-county.org



WESTMORELAND COUNTY JOB DESCRIPTION

FLSA Status: Non-Exempt

EMT-Basic DEPARTMENT OF EMERGENCY MEDICAL SERVICES

GENERAL STATEMENT OF JOB

This is a skilled field position responsible for providing Basic Life Support Emergency Medical Services. The incumbent performs complex tasks to ensure the safety and care of the citizens during emergency and crisis situations. This position will report directly to the Lieutenant of Emergency Services.

This position is essential. Personnel occupying this position may be scheduled to work regardless of weather conditions or other occasions when general county offices are closed.

Full-time personnel may be required to work overtime, may be held over, or subject to call back.

Part-time personnel are subject to hold over until a relief arrives.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

- Leading, directing, and participating in the delivery of basic life support care in a pre-hospital or facility situation.
- Giving direction to other crew members when operating as attendant-in-charge on patient care and medical issues.
- Examines patients and reports findings to receiving medical staff, physicians, or staff in a nursing or treatment center.
- Responsible for completing and recording all required reports or runs made by the crew on state approved reporting methods.
- Performs basic life support care while assisting in advanced life support patient care.
- Assuring that the assigned vehicle is completely stocked and in good running order at the beginning of each shift, after every response, and at the end of each shift.

- Attending and/or instructing in-house training sessions and orientations as required by the organization on a continuing educational basis.
- Attending training sessions and orientations as required maintaining valid EMT-Basic certification and requirements of the County.
- Cleaning patient care compartment and vehicle in accordance with agency adopted infection control and maintenance guidelines.
- Being responsible for the security, safety, re-stocking and storage of advance life support equipment (Monitor/Defibrillator, Airway Adjuncts, Medication Boxes, etc.) used while on shift or call.
- Operating and maintaining a mobile medic unit.
- Maintaining office, lounge, bunk room, and vehicle parking in a neat, clean, and orderly fashion.
- Performing Daily Duties such as sweeping, mopping, vacuuming, and cleaning bathrooms.
- Other related duties as required by management.

Working Conditions

Routine physical effort is needed to perform all duties in the administration of patient care to include lifting patients and patient transfer. Environment will require that routinely you will be exposed to all kinds of weather conditions in the performance of routine duties and/or special assignments. Hazards of the position may include the exposure to infections and environments, which could be hazardous to the provider including but not limited to Hepatitis, MRSA, VRE, TB and AIDS. There may be times when you will be exposed to or encounter violence in domestic situations or behavioral emergencies.

MINIMUM TRAINING AND EXPERIENCE

To perform this job successfully, an individual must meet and maintain the requirements listed.

Certifications

- Valid operator's license and copy of driving record with no negative points.
- Current State of Virginia BLS Certification
- Current Emergency Vehicle Operator-Class 2
- NIMS IS-100, IS-200, IS-700, IS-800
- Current CPR certification
- Westmoreland Department of Emergency Services Physical Agility Test Completion-valid for one year from issuance

Knowledge, Skills and Abilities

- Knowledge of basic life support emergency care procedures.
- Knowledge of common physical illnesses, obvious symptoms, and appropriate medical terminology.
- Knowledge of State and private road systems in Virginia.
- Demonstrate the ability to think and act quickly and appropriately under stressful situations.
- Considerable skill in emergency vehicle driving technique.
- Ability to prepare detailed written reports, legibility.
- Ability to maintain a good working relationship with Volunteer staff, crewmembers, public safety officers, hospital staff and the general public.
- Communications skills, both written and verbal.
- Ability to bend, stoop, walk, or crawl on uneven surfaces.
- Must meet all eligibility and certification requirements set forth by Virginia Office of Emergency Medical Services and the Commonwealth of Virginia.



APPLICATION FOR EMPLOYMENT

Please provide complete and legible information. An incomplete application may affect your consideration for employment. If necessary, attach a separate sheet for additional information.

Westmoreland County is committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant or employee based on race, color, religion, creed, national origin or ancestry, sex, age, physical or mental disability, veteran or military status, genetic information, sexual orientation, marital status, or any other legally recognized protected basis under federal, state, or local law. The information collected by this application is solely to determine suitability for employment, verify identity, and maintain employment statistics on applicants.

Applicants with disabilities may be entitled to reasonable accommodation under the Americans with Disabilities Act and certain state or local laws. A reasonable accommodation is a change in the way things are normally done which will ensure an equal employment opportunity without imposing undue hardship on Westmoreland County. Please inform the County's personnel representative if you need assistance completing this application or to otherwise participate in the application process.

GENERAL INFORMATION

| | | | |
|--|-------------------------------|---|----------|
| Full Name _____ | | Date _____ | |
| FIRST | MIDDLE | LAST | |
| Address _____ | | | |
| STREET | CITY | STATE | ZIP CODE |
| Phone Number (____) _____ | Date available for work _____ | | |
| Email (optional) _____ | | | |
| Are you legally authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| Do you now, or will you in the future, require immigration sponsorship for work authorization (e.g., H-1B)? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| If hired, verification will be required consistent with federal law. | | | |
| Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| If no, you may be required to provide authorization to work. | | | |
| Do you have a driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Operator <input type="checkbox"/> Commercial (CDL) | | | |
| Driver's license number _____ | | State of issue _____ Expiration date: _____ | |

POSITION INFORMATION

Position applied for: _____ Salary range expected: _____

Applying for: Full-time Part-time Seasonal/Temporary

EDUCATION

| Type of School | School Name and Location | Number of Years Completed | Diploma, Degree, or Certificate Received | Course of Study or Major |
|------------------------------------|--------------------------|---------------------------|--|--------------------------|
| High School (or G.E.D. equivalent) | | | | |
| College or University | | | | |
| Graduate School | | | | |
| Vocational or Trade School | | | | |
| Other | | | | |

BACKGROUND INFORMATION

For the purpose of verifying information on this application, have you ever worked or attended school under a different name at any of the organizations you have listed? Yes No If yes, specify name. _____

PERSONAL REFERENCES

List three personal references (other than those listed as a current/former supervisor) that we may contact:

| | |
|---------------------|----------------------------|
| Name _____ | Phone No. (____) _____ |
| Email Address _____ | Type of Acquaintance _____ |
| Name _____ | Phone No. (____) _____ |
| Email Address _____ | Type of Acquaintance _____ |
| Name _____ | Phone No. (____) _____ |
| Email Address _____ | Type of Acquaintance _____ |

EMPLOYMENT RECORD

List all employment experience for the past ten years, starting with the most recent or present employer, including US military service or training. Using a separate section for each position, describe in detail all work experience. **You may include as part of your employment history any verifiable work performed on a volunteer basis. Résumés not be substituted in lieu of completing the following employment information.**

| | |
|--|---|
| Current Employer _____ Geographic Location _____ Your Position _____ Supervisor's Name/Title _____ May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No Primary responsibilities _____ _____ | Phone (____) _____ From _____ <div style="text-align: center;">Month Year</div> To _____ <div style="text-align: center;">Month Year</div> |
| Employer _____ Geographic Location _____ Your Position _____ Supervisor's Name/Title _____ Primary responsibilities _____ _____ | Phone (____) _____ From _____ <div style="text-align: center;">Month Year</div> To _____ <div style="text-align: center;">Month Year</div> |
| Employer _____ Geographic Location _____ Your Position _____ Supervisor's Name/Title _____ Primary responsibilities _____ _____ | Phone (____) _____ From _____ <div style="text-align: center;">Month Year</div> To _____ <div style="text-align: center;">Month Year</div> |
| Employer _____ Geographic Location _____ Your Position _____ Supervisor's Name/Title _____ Primary responsibilities _____ _____ | Phone (____) _____ From _____ <div style="text-align: center;">Month Year</div> To _____ <div style="text-align: center;">Month Year</div> |

How did you learn about the position? Check all that apply:

- Westmoreland County's website
 Recruiter
 Word of mouth
 Other
 Careers website or job board (Monster, Indeed, CareerBuilder, etc.)
 Social media (LinkedIn, Facebook, etc.)

Have you worked for Westmoreland County before?

- Yes No If yes, when? _____ Job title: _____

Relatives of current employees of Westmoreland County will not be hired if they would be working for, or directly supervising, a current employee. If you receive a conditional offer of employment, you may be asked to identify any relative who is a current employee of Westmoreland County. For purposes of this policy, "relative" is defined as any person who is related by blood or marriage, or whose relationship with the employee is similar to that of people who are related by blood or marriage.

PLEASE READ CAREFULLY AND INITIAL EACH PARAGRAPH BEFORE SIGNING

I understand that, where permissible under applicable federal, state, or local law, I may be subject to a pre-employment drug test after receiving a conditional offer of employment and must receive a negative result for illegal drug use before being permitted to commence work with Westmoreland County.

_____ Initials

I understand that, where permissible under applicable federal, state, or local law, I may be subject to a pre-employment medical examination after receiving a conditional offer of employment and must meet the qualifications for the position, with or without reasonable accommodation, before being permitted to commence work with Westmoreland County.

_____ Initials

I understand that, where permissible under applicable federal, state, or local law, I may be subject to a pre-employment background check after receiving a conditional offer of employment to investigate my criminal background and other matters related to my suitability for employment. I understand that a separate disclosure and consent form will be provided to me prior to any background check.

_____ Initials

I understand that employment with Westmoreland County is also contingent on my providing sufficient documentation necessary to establish my identity and eligibility to work in the United States.

_____ Initials

I authorize Westmoreland County and its representatives to contact my current and former employers (with the exception of my current employer, if I have marked "May we contact?" on page 3 of this application as "No"), schools, references, and other persons or organizations I have named in this application for the purpose of verifying the information I have provided. I release my current and former employers, schools, references, and other persons or organizations named in this application from any liability resulting from the information released. I authorize employers, schools, and other persons or organizations named in this application to provide any information or transcripts requested.

_____ Initials

I hereby certify that, if employed, my employment with Westmoreland County will not conflict with, violate, breach, or result in default under, any contract, agreement, or understanding that I am a party to or am bound by, including any non-solicitation, non-competition, or other similar post-employment restriction or agreement I have with any current or former employer, other than the contracts, agreements, covenants, or understandings I have disclosed in this application, if any.

_____ Initials

I understand and agree that, if hired, my employment will be at will, which means employment is for an indefinite period of time and may be terminated by myself or Westmoreland County at any time, with or without cause, and with or without notice.

_____ Initials

I certify that all of the above information is true and complete and I understand that any falsification or omission of information made by me may disqualify me from further consideration for employment or, if hired, may result in my termination at any time during the period of my employment, regardless of the amount of time that has passed.

_____ Initials

Note: An offer of employment is conditioned upon complying with Westmoreland County's requirements including, but not limited to, signing a separate disclosure and consent form prior to any background check.

MY SIGNATURE IS EVIDENCE THAT I HAVE READ AND AGREE WITH THE ABOVE STATEMENTS.

Applicant's signature _____

Date _____