

**SAN DIEGO COUNTY FIRE AUTHORITY  
FIRE AND RESCUE BRANCH**

**EMERGENCY MEDICAL SERVICE PROVIDER  
Fire Support Staff / Non Firefighter / Non Stipend**

Description Created: November 19, 2008

Revised: April 20, 2010

**PURPOSE AND DISTINGUISHING CHARACTERISTICS:**

The Emergency Medical Service Provider (EMSP) position is a non-firefighter support position. This voluntary position is responsible for providing Emergency Medical Service (EMS); which consists of: basic life support treatment to patients, assisting with patient care at traffic accidents, providing first aid, performing traffic control, operating mobile radios and maintaining medical equipment (e.g. first aid supplies, resuscitator, etc.).

This position is not authorized to engage in fire suppression operations or work in a hazardous atmosphere. When at the scene of an emergency, the EMSP works under the direction of the incident commander or his/her designee.

**EXAMPLES OF DUTIES:**

**The examples of functions listed in this class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position. Reasonable accommodation may be made to enable an individual with a qualified disability to perform the essential functions of a job, on a case-by-case basis.**

**Essential Functions:**

- Provides patient assessment and first aid, treatment to patients in both emergency and non-emergency settings as defined by state and local regulatory agencies.
- Determines nature and extent of illness/injury in order to establish first aid procedures to be followed or to determine the need for additional assistance, basing decisions on statements of persons involved, and/or examination of victim or victims.
- Administers prescribed first aid treatment at site of emergency performing such activities as application of splints, administration of oxygen, treatment of minor wounds or abrasions, and administration of artificial resuscitation or basic CPR functions.
- Assists, at the scene, in obtaining and recording accurate information related to victims' vital statistics and circumstances of emergency.
- Effectively works as a member of a team, working with both career and volunteer members on a regular basis.
- Cooperatively works in providing mutual aid and training with other agencies.
- Work's in a positive manner and encourages safe and coordinated teamwork and emergency response.
- Cleans and maintains patient care compartments of emergency vehicles.
- Performs other related emergency medical support duties as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Each volunteer brings a unique combination of experience, knowledge, skills and abilities to the team. Knowledge, skills and abilities that are particularly applicable to this type of assignment include:

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- Must have knowledge of the principles, practices, and procedures of emergency medical/first aid assistance.
- Must have the ability to assess and prioritize situations quickly and decide on the best course of action.
- Must have the ability to treat other, volunteers, members, and the public with dignity, courtesy and respect.
- Must have the ability to consistently promote a professional image of the Fire Station and SDCFA at all times.
- Must have the knowledge, skill and ability to neatly and accurately document pertinent patient information on all required forms/documents.
- Must have the knowledge, skill and ability to maintain a safe and healthy workplace in accordance with all appropriate OSHA and Fire Station standards, policies and procedures.
- Must have the ability to communicate effectively orally and in written form and work while under the stress of emergency situations and calmly and effectively handle others in emergency situations.
- Must have the knowledge, skill and ability to drive light vehicles during various times of the day and under different types of weather conditions.
- Must have the ability to read, learn, and remember new and updated detailed complex information such as medical information, or changes in policies or procedures.
- Must have the ability to withstand the effects of exposure to traumatic situations.
- Must have the knowledge, skill and ability to learn and utilize appropriate radio protocol with other fire and emergency medical services personnel.
- Must have the ability to take and follow orders from supervisors, and effectively communicate orally (shouting at times) and in writing in English.
- Must have the ability to establish and maintain effective working relationships with community personnel, other fire agencies, outside agencies, and the general public.
- Must have the ability to use computers and computer programs that assist in the accomplishment of assigned tasks and proper documentation of incidents.
- Must have the ability to satisfactorily performs all duties assigned by a supervisor.

#### **PHYSICAL CHARACTERISTICS:**

Emergency Medical Service Provider must possess the mental and emotional ability to successfully perform the essential duties of such an assignment. This position operates under day and nighttime hours, adverse weather and fire conditions, and on rural narrow roads. The physical characteristics described here are representative of those that must be met:

- Frequently stand, walk, sit, kneel, stoop, squat, pinch, grip, and reach over and below head and/or shoulders.
- Frequently be exposed to communicable disease.
- May occasionally be exposed to uncooperative individual's.
- May occasionally be exposed to high noise levels.
- Frequently use your various senses, such as: talking, seeing, hearing, smelling, feeling (identify objects by touch), and depth perception.
- Frequently experience periods of mental and/or emotional stress.

#### **MINIMUM REQUIREMENTS:**

Must be at least 18 years old and have a high school diploma or GED.

This position requires a valid Class C, California Driver's License or higher, appropriate for the vehicle being driven and must be maintained throughout the time volunteer services are provided.

Possess and maintain the following current valid certificates and licenses: Emergency Medical Technician (EMT) certificate issued by the State of California or by an EMT certifying agency approved by the State of California; County of San Diego EMT System ID Card, Basic Life Support for the Cardiopulmonary Resuscitation and Emergency Cardiac Care Provider.

**Station Specific:**

Ability to report to the station manager at an assigned station (e.g. Station Captain, Volunteer District Chief, Company Administrator or designee).

Attend regular EMS Squad training, plus train with volunteer firefighters on a regular basis.

Required to attend the SDCFA Emergency Vehicle Operations Course and successfully pass the performance exam driving a SDCFA or district EMS squad.

**WORKING CONDITIONS**

Emergency Medical Service Provider's will be called upon to respond and work in all types of weather and less than ideal conditions. They may be assigned to remote areas. They may work 24-hour shifts, sometimes on weekends and holidays and live in a fire station with others during shifts.

**Desirable Traits:**

Communicates effectively, knowledge worker, customer focused, values and respects others, drives to excel, teamwork and collaboration, continuous learning, demonstrates ethical behavior and supportive to change.

**ADDITIONAL INFORMATION:**

New Emergency Medical Service Provider's may be placed on a probationary status, and their Volunteer Fire Chief may limit their responsibilities, increasing duties incrementally, until all necessary training has been completed successfully. Individual experience and performance also will be taken into account prior to assigning volunteers to more complex tasks.

**Emergency Medical Service Provider's serve at the pleasure of the Fire Station and SDCFA and may be terminated at any time.**

SDCFA EMSP must have a reputation for honesty and trustworthiness. Successful completion of a background investigation conducted by the County of San Diego, Department of Human Resources is required. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. In addition, personal reference and employment information will be verified.

Appointment to this volunteer assignment will be contingent upon successful completion of a pre-assignment medical examination, which includes drug screening. All candidates must demonstrate the ability to perform the essential functions of an Emergency Medical Service Provider assignment. The physical characteristics described are representative of those that must be met to successfully perform the essential functions of an EMSP. Reasonable accommodations may be made to enable an individual with a qualified disability to perform the essential functions, on a case-by-case basis.

**HOW TO APPLY:**

Applications may be obtained at fire stations within the SDCFA. An online form will be available on the County of San Diego Department of Planning and Land Use website on the San Diego County Fire Authority's page. Completed applications may be submitted to the Fire Chief at the station to which the applicant is interested in serving, or the Branch Business Manager. All required documentation must be submitted with the application.