



JOB TITLE: Licensed EMT
DEPARTMENT: Sober Support Unit
CLASSIFICATION: Non-Exempt

REVISED: 2/19

POSITION DESCRIPTION

SUMMARY:

The EMT is an at-will position that reports to the Sober Support Unit Program Manager. This position will work in a social detox setting that serves all members in the community through support, providing promotion of health and abilities, prevention of illness and injury, and alleviation of suffering through the assessment and treatment of physical and behavioral health conditions. The EMT will provide and maintain a supportive, hopeful, empathetic, and engaging environment for individuals seeking help with detoxification.

ESSENTIAL JOB FUNCTIONS:

- Contribute to a welcoming atmosphere
- Provide patient care assessments and first aid for chronic and/or non-urgent health conditions and complete all necessary medical documentation
- Obtain vital signs and ensures safe monitoring practice within normal limits
- Provide intervention for individuals in acute detox situations
- Assess need for emergent medical care of seriously unstable individuals, consulting with the Physician, Registered Nurse, and/or Program Director, as needed
- Observe, monitor, and assist with medications and implements standing orders, when applicable
- Assist in self-administering of medication per physician order
- Document medication taken per the self-administering protocol and assess for effectiveness, side-effects, and any other reported symptoms
- Participate in shift report ensuring that appropriate information is communicated to the next shift
- Report all unusual events or medication errors committed and/or observed
- Maintain safe storage of all medications, including stock and those provided by the individual
- Complete detailed, accurate, and timely documentation
- Comply with attendance and punctuality policies, as well as all other Common Ground policies and procedures

RELATED JOB FUNCTIONS:

- Order stock medications and medical supplies
- Communicate with pharmacy, as needed
- Communicate with referral sources and facilitate a safe/warm transfer
- Participate in training and orientation of new employees
- Perform other job-related duties as assigned

SUPERVISION: None

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE OF:

- Demonstrate basic knowledge of vital sign assessments including, but not limited to, blood pressure, heart rate, pulse oximeter, glucometer, and any other assessment tools
- Standards and scope of basic medical practices
- Basic over-the-counter medications and side-effects
- The 5 rights of medication administration
- The most common chronic health conditions, and co-occurring conditions in this population
- Current behavioral management de-escalation techniques
- Trauma-informed, recovery-oriented principles and values in the treatment



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SKILL TO:

- Type, enter data, file efficiently and operate office equipment
- Interact well with departmental staff, customers and vendors
- Demonstrate proficiency in relevant software and applications (i.e. Microsoft Word, Excel, PowerPoint and Outlook)

ABILITY TO:

- Relate to a diverse population which includes a variety of age, economic and educational backgrounds
- Understand and follow verbal and written instructions
- Communicate effectively, both verbally and in writing
- Establish and maintain effective working relationships with others
- Provide general medical care to individuals with chronic health conditions, specifically substance withdrawal, and assessing the need for emergent care
- Provide direct care and treatment for individuals in acute detox
- Work independently, and apply critical thinking/decision making skills
- Manage volatile situations in a safe, calm, caring manner

REQUIRED EDUCATION AND EXPERIENCE:

- High School Diploma or GED
- Currently licensed as a Basic Emergency Medical Technician
- Minimum 1 year experience as an EMT
- Active BLS certification

ESSENTIAL REQUIREMENTS:

Physical Requirements:

Push or pull up to 100 pounds, lift up to 50 pounds and carry up to 25 pounds. The physical demands described are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Environmental Working Requirements:

This position requires the ability to work in an office environment with exposure to computer screens as well as in a residential/clinical environment. Assignments may require work to be done on an individual basis or in teams with members at various staffing levels. The work environment is that of a crisis center and may subject staff to behavioral and medical events that could be physically hazardous.

Other Requirements:

The ability to work various shifts.

The agency may in its sole discretion fill this position on a full-time, part-time or contingent basis with the individual best fit to perform the essential functions of the job. The above statements describe the general nature and level of work performed by employees assigned to the title. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Employees in this title are subject to a background check and a pre-employment physical.



Common Ground

helping people move from crisis to hope

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Common Ground is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

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Employee Signature	Date	Human Resources Witness	Date