

## Colorado Mountain College

### Position Description

Title: EMT Skills Assistant II, Part-time, Maximum 28 hours per week  
FLSA Classification: Non-Exempt (Hourly)  
Hiring Rate: \$27.25 per hour

#### Primary Responsibility

Under the supervision of a Lead Instructor and/or direct supervisor, the EMT Skills Assistant II will provide demonstrative support and practical skills assistance in mandatory lab and field portions of the EMS courses. Supports and maintains the general operation and availability of equipment for the classroom and learning labs to ensure that course objectives and student needs will be met as per the lead instructors' directions. The EMT Skills Assistant II may be responsible for organizing classroom materials for instruction, inventory program materials and monitoring supplies, and receiving materials for cleaning and organization post-course. Typically, this is 6 students to 1 skill assistant ratio with oversight from the lead instructor or direct supervisor.

This is a part-time position which is limited to 28 hours per CMC's workweek. CMC's workweek is Saturday through Friday.

#### Pre-requisites for Position (Qualifications Standards)

Education and experience sufficient to meet the position requirements. Minimum of a High School Diploma or equivalent required. Minimum qualifications include: national or state certification as an EMT-B +plus documented experience and competency in all BLS skills essential. Examples of ideal qualifications may include current EMT-B certification plus two years of experience as a paid, professional EMT. Equivalent education and experience that will provide the necessary knowledge, skill and abilities to perform the duties and responsibilities of the position.

Special Skills or abilities directly applicable to the position: Ability to train others in proficiency with automated external defibrillator, advanced life support equipment and skills, ability to communicate effectively in person, via telephone and radio, competency in emergency communication language, protocol and procedure, ability to remain calm in high stress situations and adverse conditions, interview patients, bystanders, and others, document and report findings, ability to communicate with medical personnel. Ability to transport patients and provide emergency care.

Welcoming. Innovative. Focused on Student Success. These values reflect the soul of CMC. They guide us in building our teams, cultivating leaders, and expanding our approaches and mindset. They guide us to be an institution of higher education that's the right fit for every faculty member, staff, student, collaborative partner, and community member in our trust. Applicants must demonstrate a commitment to working effectively with students, employees, and community members of all backgrounds.

Bilingual (English/Spanish) or conversational language abilities preferred.

#### Essential Duties

1. Assists and guides students on how to properly perform EMS skills as directed by the lead instructor of the course.
2. Work with lead instructor of class to organize, prepare and put away all equipment needed for the class skill stations.
3. Assist with EMT training labs and simulations that include activities that may include but are not limited to:
  - a. Emergency communication
  - b. Driving emergency vehicles
  - c. Patient vitals
  - d. Visual observations
  - e. Emergency care protocol and prioritization
  - f. Extrication of patient from entrapment
  - g. Rendering appropriate emergency care based on skill level
  - h. Lifting, carrying and transporting patient to ambulance and into medical facility
  - i. Emergency procedures such as IV or fluid replacement based on skill level
  - j. Emergency procedures such as endotracheal intubation, ventilation, pneumatic anti-shock garment
  - k. Use of equipment such as defibrillator, electrocardiograph
  - l. Supply management, replacement, sterilization protocol
  - m. Equipment management and checks for readiness
  - n. Ambulance cleanliness and readiness
4. Perform other duties as assigned.

#### Supervision Received

This position reports to a designated supervisor, typically the Lead Instructor of the course.

#### Supervisory Responsibility

Position has no supervisory responsibility.

#### Special Conditions of Employment

Successful completion of a background check will be required. Incumbents in this position will adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned.

Some positions may require travel within the College district/service area, altered work schedules and/or evening and/or weekend hours.

Working Conditions

This position requires constant sitting, occasional walking, standing and driving; occasional handling objects, pushing/pulling; frequent reaching with hands/arms, and use of finger movements; occasional lifting, carrying, pushing or pulling objects up to 50 lbs. Constant written and oral communication and the ability to reason and analyze and perform calculations occasionally. Work is performed using a computer and standard office equipment daily and driving a vehicle occasionally.

CMC is committed to the full inclusion of all qualified individuals. As part of this commitment, the College will assist individuals who have a disability with any reasonable accommodation requests related to employment, including completing the application process, interviewing, completing any pre-employment testing, participating in the employee selection process, and/or to perform essential job functions where the requested accommodation does not impose an undue hardship. If you have a disability and require reasonable accommodation to ensure you have a positive experience applying or interviewing for this position, please direct your inquiries to our ADA Coordinator, Human Resources, [benefits@coloradomtn.edu](mailto:benefits@coloradomtn.edu)

HR Reference Information:	
Position group and code:	
Date of review:	10.23

NOTE: This position description is intended to indicate the basic nature of positions allocated to this class and provide examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Employee may perform other related duties as required to meet the ongoing needs of the organization.