

Colorado Mountain College

Position Description

Title: EMT Skills Assistant III, Part-time, Maximum 28 hours per week
FLSA Classification: Non-Exempt (Hourly)
Hiring Salary Range: \$37.47 per hour

Primary Responsibility

Under the supervision of the designated Lead Instructor and/or direct supervisor, the EMT Skills Assistant III demonstrative support and practical skills assistance in mandatory lab and field portions of the EMS courses. The EMT Skills Assistant III may be responsible for organizing classroom materials for instruction, inventory program materials and monitoring supplies, and receiving materials for cleaning and organization post-course. This position may also assist the EMS Instructor with the incorporation of advanced technology and simulation experiences that will assist students with critical thinking in pre-hospital care areas. The EMT Skills Assistant III may help provide constructive feedback to students and for Lead instructor evaluations in national testing scenarios. Typically, this is 6 or fewer students per skills assistant 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 and three years of related experience or equivalent combination of formal education and experience in a field necessary to obtain the knowledge and abilities required to successfully perform the duties and responsibilities of the position. Minimum qualifications include: a national or state certificate as an AEMS, EMT-B +plus IV Therapy. Desired qualifications include a WEMT upgrade.

Special Skills and Abilities: Ability to use good judgment and remain calm in high-stress situations. Ability to communicate effectively in person, via telephone and radio, competency in emergency communication language, protocol and procedure. Ability to use medical equipment relevant to area(s). Ability to work effectively with staff, faculty and students as a member of the team.

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. Monitor equipment inventory, clean and organize equipment.
2. Assist faculty with skill demonstrations on how to properly perform EMS skills as directed by the lead instructor of the course.
3. Creates an environment in the learning lab and classroom setting that supports student learning and the achievement of course objectives and program outcomes
4. Creates a positive learning environment by serving as a positive role model, demonstrating respect for students.
5. Stimulates student interest and encourages student involvement.
6. Assist faculty in course supplementals and supplies, including preparing equipment and course materials.
7. Provides individual oversight to students for remediation of technical skills when requested by faculty or student.
8. Position works within specific guidelines and directions of the Lead EMS Instructor and Direct Supervisor CTE.
9. Performs other duties as assigned.

Supervision Received

This position reports to the Lead EMS Instructor or Direct Supervisor CTE. Position usually works within the framework of responsibilities but may require guidance at times. Seeks assistance or direction when uncertain or unfamiliar with operations or procedures, seeking input from the Lead EMS Instructor or Direct Supervisor CTE.

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

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.