

Colorado Mountain College

Position Description

Title: EMT Skills Assistant I, Part-time, Maximum 28 hours per week
FLSA Classification: Non-Exempt (Hourly)
Hiring Rate: \$22.54 per hour

Primary Responsibility

Under the supervision of a Lead Instructor and/or direct supervisor, the EMT Skills Assistant I will provide assistance with a variety of tasks as directed to meet the requirements of the EMS program needs. Tasks will include, support and maintain 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 I may be responsible for organizing classroom materials, inventory program materials and monitoring supplies, and receiving materials for cleaning and organization post-course. As well as, assisting with skills verifications labs as a role player or support staff.

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 for the rigors of the position. Minimum of a High School Diploma and one year of related experience or equivalent education and experience that will provide the necessary knowledge, skill and abilities to perform the functions of the position required. Desired qualifications include a current EMT-B certification and competency in all BLS skills.

Special Skills or abilities directly applicable to the position: ability to communicate effectively in person, via telephone, ability to remain calm in high stress situations and adverse conditions.

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. Work with lead instructor of class to organize, prepare and put away all equipment needed for the class skill stations.
2. Assist with EMT training labs and simulations that include activities that may include but are not limited to:
 - a. Emergency communication
 - b. Patient vitals
 - c. Visual observations
 - d. Emergency care protocol and prioritization
 - e. Rendering appropriate emergency care based on skill level
 - f. Lifting, carrying and transporting patient to ambulance and into medical facility
 - g. Supply management, replacement, sterilization protocol
 - h. Equipment management and checks for readiness
 - i. Ambulance cleanliness and readiness
3. 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

HR Reference Information:		
Position group and code:		
BLS SOC		
Cornerstone ID		
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.