

**NOTICE**  
**PORTER TOWNSHIP JOB POSTING**  
**FULL-TIME PARAMEDIC**

**GENERAL NATURE OF WORK**

- The Porter Township EMS employee will answer to the EMS Supervisor, the Safety and Service Director and the Trustees.
- Emergency Medical Services (EMS) employees provide critical care to individuals who are sick or injured and may assist in the transport of the sick or injured person to a medical facility.
- The normal work week will consist of four (12) hour shifts as scheduled by the EMS supervisor.
- The work site will be the EMS station located at 680 Center Street and any other locations, as needed to meet patient needs.
- This job description is subject to change by the employer as needs of the employer and requirements of the job change.

**ESSENTIAL FUNCTIONS**

- Respond to all emergency calls in the township and mutual aid to other townships.
- Will facilitate personal safety, safety of the crew, safety of the patient and bystanders, patient assessment, patient care, transporting patient, transfer of care, and patient advocacy.
- Complete all required documentation in a timely and efficient manner.
- Maintain all department equipment in good operating condition.
- Perform general housekeeping and routine maintenance duties in and around the station to maintain the premises in an orderly manner.
- Maintain accurate and up to date inventory records of all EMS department equipment.
- Will perform any and all jobs as assigned by the EMS Supervisor.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Maintain good health and fitness standards to be capable of performing all physical activities associated with EMS patient care, to include but not limited to carrying, climbing, bending, and stooping.
- Maintain adequate skill in the use and operation of all EMS department equipment.
- Ability to communicate effectively both orally and in writing.
- Ability to establish and maintain an effective working relationship with township officials, fellow employees, and the general public.

**QUALIFICATIONS**

- High school diploma or equivalent
- Must maintain a valid Ohio driver's license.
- Must pass the training for the appropriate level of EMT certification as set forth by the Ohio Revised Code.
- Pass a physical exam and a criminal background check, as prescribed by the trustees.

**BENEFITS**

- Commensurate Compensation
- Medical, Dental, Vision, and life insurance benefit package offered by the township.
- Full pay for (10) holiday per year.
- Full pay for (9) sick days per year.
- Vacation leave is determined by years of service.
- All rules and regulations in the Policies and Procedures Manual apply to this position.
- Salary according to experience.

**Applications and Letters of Interest must be received by 4:00 pm on December 4, 2023**  
**Porter Township Trustees' Office**  
**1535 Dogwood Ridge Road**