

Fire District No. 3

Township of Hanover, County of Morris

JOB ANNOUNCEMENT:

POSITION OF EMERGENCY MEDICAL TECHNICIAN (PART-TIME AND PER DIEM)

(STARTING SALARY P/T \$22.00 PER HOUR, PER DIEM \$18.00 PER HOUR)

Hanover Fire District No.3, is soliciting applicants for the position of **Part-Time (24 Hour Week) and Per Diem (Variable Hours)** Emergency Medical Technicians, required to work nights, days, weekends and holidays. **Please read this Job Announcement carefully, any package received which that does not contain all required documentation will be disqualified immediately.**

Interested applicants should submit a letter of interest, resume, and all required documentation. The required paperwork may be delivered by mail or hand-delivery to Chief Chad J. DiGiorgio at the Cedar Knolls Fire Station, PO Box 511, 82 Ridgedale Avenue, Cedar Knolls, New Jersey 07927-0511. *No electronic correspondence will be accepted.* Submissions shall be clearly marked **PART TIME or PER DIEM EMT APPLICATION.** Upon completion of the resume review process, successful applicants will be notified to complete a formal job application packet.

The District will process all complete resume packages that are received, and reserves all rights within the hiring process, including the ability to generate a hiring list with a set promulgation and expiration date. A resume package will be determined to be incomplete if it does not contain all requisite certifications or indications of meeting the minimum requirements outlined herein. Processing of submissions and/or placement on an eligible list are **NO GUARANTEE** of employment with the Fire District.

All applicants are urged to review all materials prior to submitting their resume and supporting documentation. All materials submitted by the applicant become the property of the Fire District and will not be returned.

Minimum Requirements:

1. The applicant must be currently certified as a State of New Jersey Emergency Medical Technician (Basic) EMT-B **and shall provide documentation of same**
2. The applicant must have a current professional CPR certification issued by the American Heart Association (AHA) or the American Red Cross (ARC), **and shall provide documentation of the same.**
3. The applicant must have completed training in the National Incident Management System (NIMS) levels I700a; I100; I200 **and shall provide documentation of same.**
4. The applicant must have been trained to 1910.126 Hazardous Materials Response - Level 1 (Awareness). Preference will be given to applicants possessing Hazardous Materials Response - Level 1 (Operations). In either case, **documentation of same shall be provided.**
5. The applicant must provide proof of three (3) years of active municipal 9-1-1 Emergency Medical Response experience and **shall adequately document dates of employment as such.**

6. The applicant must possess certification in Coaching the Emergency Vehicle Operator (CEVO), or Emergency Vehicle Operators Course (EVOC) or similar certification, **and shall provide documentation of same.**

During the process, applicants will also be required to provide adequate documentation, or demonstrate skills commensurate with the following:

- The applicant must be a citizen of the United States or otherwise be authorized to work in the United States, and shall provide adequate proof of same.
- Prospective employees must be a resident of the State of New Jersey consistent with State Statutes
- The applicant must be at least 20 years of age.
- The applicant must be able to adequately read, write, and speak and to understand the English language to a level necessary for performance of the essential functions of this position.
- The applicant must be of good moral character.
- The applicant must consent to, and to pass a criminal background check consistent with New Jersey Statutes.
- The candidate must successfully complete a physical exam, and drug screening consistent with District Policies and Procedures and applicable State Law
- The applicant must possess a valid State of New Jersey Driver's License (DO NOT provide a photocopy of your Driver's License or your Driver's License number).
- The applicant shall have experience operating various computer based patient data recording software programs including experience with EMS Charts/Image Trend or similar electronic Patient Care Report (PCR) software, and shall provide documentation in support of these proficiencies.

The successful applicants will be those who demonstrate self confidence in their abilities to work under pressure, and a proven track record of being reliable, honest and motivated. Because of the nature of this work, the successful applicants must display leadership qualities and an ability to work and communicate well with people, as well as the ability to communicate calmly and reassuringly with people suffering from stress, fear or panic. Successful applicants must demonstrate strong decision-making ability as well as self-motivation and self-discipline.

The Fire District also will give due consideration to an applicant's current service as a Part-Time, Per Diem or Volunteer EMT for the Fire District, including but not limited to the applicant's work/service record as a Compensated or Volunteer EMT for the Fire District. Preference may be granted to such applicants as their work/service records, in the Fire District's judgment, may warrant. Applicants currently serving the Fire District as Part-Time or Volunteer EMTs need only submit a Letter of Interest in this position along with a copy of the requisite current certifications and training documentation described above. It should be noted that current Fire District staff have been given advance notice of this solicitation; however, **all applicants will be processed based on their merit and their meeting of the requirements listed herein.**

General Duties and Responsibilities of the Emergency Medical technician include but are not limited to the following:

- Response to emergency incidents
- Response to non-emergency incidents
- Provide Emergency Medical Care to patients, consistent with State and District practices, guidelines and protocols
- Support of the Fire Division at emergency scenes
- General maintenance of all vehicles, apparatus and equipment.
- Public Safety education
- General maintenance of facility and grounds

- General clerical work
- Operation of computers and systems in the recording of patient data and development of incident reports
- Meet and abide by all requirements found within the Board of Fire Commissioners, Operations Manual, District Rules and Regulations, Policies and Procedures, Operational Guidelines and EMS Policies and Protocols.

Additional Training Requirements:

- Any EMT who does not already possess Pre-Hospital Trauma Life Support (PHTLS) or International Trauma Life Support (ITLS) training and current certification, shall be required to successfully complete one of these courses within one year of hiring consistent with the Conditional Offer of Employment.
- EMT staff are required to maintain their EMT, CPR and PHTLS certifications consistent with the Terms and Conditions of Employment with the District..

Benefits:

Successful applicants for this position are subject to all conditions of employment as outlined by the Board of Fire Commissioner, including but not limited to a comprehensive set of operational and personnel guidelines.

The District's benefits package to Emergency Medical technician staff include but are not limited to:

- Competitive Salary Guidelines
- Uniforms
- Life Insurance
- Ongoing training and training incentives
- Applicable State of New Jersey Pension Plan (DCRP or PERS)

For more Information contact: **Administrator Jim Schultz**
PO Box 511
82 Ridgedale Ave
Cedar Knolls, NJ 07927
employment@htfd3.com

Hanover Township Fire District No. 3 is an Equal Opportunity Employer. All qualified applicants are encouraged to apply.