

POSITION DESCRIPTION

Department: EMS Title: EMT (Per Diem)	
Date Created: 06/01/1983 Next Review Date: 10/01/2026	Reports to: Director of Paramedics Approved by:  Shawn Ottley (06/28, 2025 09:02:35 PDT) (Administrative Dept. Signature)

POSITION STATUS: ☒ Hourly ☐ Salaried

POSITION SUMMARY

Per Diem EMT's are part of a multidisciplinary team providing basic life support, under the supervision of paramedics. EMTs report to the Director of Paramedics or his/her designee and focus their work on the achievement of the EMS department mission.

DUTIES & RESPONSIBILITIES

- Maintains knowledge of Washington State Basic Life Support field protocols and Chelan/Douglas County Paramedic Protocols as applicable and provides care in accordance with protocols, policies, procedures, and practices.
- Maintains knowledge of and adheres to Lake Chelan Health & EMS operating guidelines, safety rules, and policies.
- Maintains Washington State EMT certification and maintains the compliance of the EMS department's Ongoing Training and Evaluation Program (OTEP) or another organization's approved WA state re-certification program.
- Inspects, cleans, and restocks EMS vehicles to ensure that all the equipment and supplies are present, in good operating order and ready to respond.
- Safely and efficiently responds to EMS calls while on duty within 2 minutes during the waking hours 07:00 to 21:00 and 3 minutes during the sleeping hours 21:00 to 07:00.
- Drives all EMS vehicles safely and efficiently using due care and caution based on the published policies and operating guidelines as well as Washington State statutes and revised codes of Washington.
- Provides basic life support to patients on the scene and during transport to the current standards published in the Chelan / Douglas County Paramedic protocols, policies, procedures, RCW and WAC's.
- May be called upon to direct or coordinate activities on-scene during patient care, involving EMT's, First Responders and First Aid personnel. This is to ensure standards of Care are consistent with published protocols, policies, and procedures to allow these important providers to develop skills to their fullest potential.
- Provides 'Community Paramedicine' care and assessments.
- Cooperatively works with Law Enforcement, Fire Service, Search and Rescue and other emergency authorities to ensure that all emergency care missions are achieved.
- Cooperatively works with community-based organizations to provide comprehensive Community Paramedicine care.

- Completes medical incident reports, incident reports, quality reports, and other documents required by EMS to standards published in the EMS department operating guidelines. This may include data collection and analysis.
- When requested, assist the EMS Director with operational, maintenance, education / training.
- When requested responds to any area of the hospital / clinic to assist in the care, evacuation of patients, or other duties as assigned.
- Manage, coordinate, and participate in project assignments.
- Provides information and feedback to the EMS Director to develop and/or amend policies, procedures, and protocols to reflect current medical, EMS industry, and local standards of care. This includes safety and quality concerns.
- Teaches public CPR/1st aid classes as assigned.
- Attends monthly staff meeting unless granted exception by the EMS Director.
- Shall carry out other duties or tasks as assigned.

QUALIFICATIONS

- Maintains current Washington State Certification to the level of EMT-Basic and/or EMT-IV Technician.
- Obtains and maintains a current Healthcare Provider (HCP) certification.
- Obtains NIMS 100,200,700,800 within 12 months of hire.
- Maintains a valid Washington state driver's license.
- Maintains emergency vehicle operation training.
- Maintains Physical agility standards in accordance with policy.
- Preferred but not required additional certifications-
 - Adult Mental Health 1st aid
 - Child Mental Health 1st aid
 - Motivational interviewing
 - Chronic Disease Self-Management Instructor
 - SEI- Senior EMT instructor
 - HCP/ 1st aid- Instructor
 - Digital navigator
 - Addiction Recovery Coach
 - Community Healthcare Worker



Our Values

The Values at Lake Chelan Health provide fundamental guidance to all staff in creating an exemplary patient experience and a wonderful environment for staff to care for our community. The Values of Lake Chelan Health ensure we consistently meet our Mission: *To Provide the highest quality healthcare with compassion and respect to the community we serve.* The Values at Lake Chelan Health Support our just culture – one of an accountable organization, that develops strong systems, treats all staff with respect and equity, with employees that are accountable for their choices while reporting errors and system vulnerabilities. Our values guide the way we interact with our employees at all levels and across all disciplines – framing the way we interact with our patients.

Vision: To improve community health and make our region a better place to live.

Mission: To provide the highest quality healthcare with compassion and respect to the community we serve.

Values: Relationships, Integrity, Compassion, Respect, Excellence

Relationships

We hold relationships as a foundational value for all interactions. We seek first to understand in all relationships – patients, coworkers, and our community.

At Lake Chelan Health we will:

- Place the highest value on developing and maintain sincere relationships with those we interact with.
- Expect more from ourselves than we expect from others.
- Empower each other to carry out tasks and actions.
- Foster growth and improvement in our peers and our teams
- Include those closest to the problem when making decisions.
- Create a working environment that encourages working to the “top of one’s license”
- Seek to create a working environment that we enjoy, and patients trust.

Integrity

We demonstrate strong behavioral and ethical standards. We are accountable to our community, our peers, and our community to these high standards in all our actions.

At Lake Chelan Health we will:

- Always do the right thing for our patients and their families.
- Work to earn the trust of those we serve.
- Communicate in an open and honest manner with the highest of ethical standards.
- Trust others while seeking, allowing, and expecting open and honest feedback.

Compassion

We treat every interaction with compassion, valuing every experience and story that our patients and their families bring with them. We seek to heal the whole person – not just

At Lake Chelan Health we will:

- Treat each patient, family, and caregivers with kindness and caring.
- Be respectful and understanding of the needs of our diverse community.
- Treat all of those we serve with humility, equity, and understanding.
- Provide care with grace and humanity.

Respect

We place a priority equality and inclusion on a daily basis, honoring the dignity and worth of each individual.

At Lake Chelan Health we will:

- Honor our differences, regardless of issue.
- Celebrate the accomplishments of those we work with.
- Interact with humility and understanding.
- Be open -minded and appreciate the perspectives and life experiences of all.
- Acknowledge and celebrate diversity in our community and our organization.
- Will encourage transparency – encourage constructive identification of problems and will take concerns directly to those involved.
- Communicate expectations clearly, dealing with content not assumptions.

Excellence

We demonstrate a full commitment to providing the highest level of quality and value in all aspects of the work we perform, operational, clinical, governance, financial, and relational.

At Lake Chelan Health we will:

- Expect quality and excellence for ourselves and those we interact with.
- Exemplify just culture, focusing on improving systems – and treating staff equitably.
- Report errors, systems issues and provide solutions to improve, and not blame.
- Seek opportunities for continuous improvement in all our works.
- Use education and training as the foundation for improvement.

PHYSICAL REQUIREMENTS ANALYSIS

Department: EMS

Job Title: EMT (Per Diem)

Mark all responses using the following codes:

N = Never

O = Occasionally, represents 1 to 33% or 1 to 2 hours of an 8-hour workday

F = Frequently, represents 34 to 66% or 2.5 to 5.5 hours of an 8-hour workday

C = Continuously, represents 67 to 100% or 6 to 8 hours of an 8-hour workday

N	O	F	C	PHYSICAL ACTIVITY
☐	☐	☒	☐	Walking
☐	☐	☒	☐	Sitting/Standing
☐	☐	☒	☐	Reaching: Shoulder Height
☐	☐	☒	☐	Above Shoulder Height
☐	☐	☒	☐	Below Shoulder Height
☐	☒	☐	☐	Climbing
☐	☐	☒	☐	Pulling/Pushing: 25 pounds or less
☐	☐	☒	☐	25-50 pounds
☐	☐	☒	☐	Over 50 pounds
☐	☐	☒	☐	Lifting: 25 pounds or less
☐	☐	☒	☐	25-50 pounds
☐	☐	☒	☐	Over 50 pounds
☐	☐	☒	☐	Carrying: 25 pounds or less
☐	☐	☒	☐	25-50 pounds
☐	☐	☒	☐	Over 50 pounds
☐	☐	☒	☐	Crawling/Kneeling
☐	☐	☒	☐	Bending/Stooping/Crouching
☐	☐	☒	☐	Twisting/Turning
☐	☐	☒	☐	Repetitive Movement

PHYSICAL EXPOSURE: (mark where applicable with "X")

☒ Unprotected heights

Harmful physical agents:

Lighting: ☒ Bright

☒ Heat/Cold

☒ Dim

☒ Noise

☒ Mechanical hazards

☒ Ionizing/non-ionizing radiation

☒ Hazardous substances

☒ Infectious diseases

ACCEPTABLE MINIMUM PHYSICAL ABILITY:

Vision:

☐ Good

☒ Correctable

☐ Blind

Color Vision:

☐ Normal

☒ Impaired

Hearing:	☐ Normal	☒ Moderate Loss	☐ Deaf
Manual Dexterity:	☐ Good	☒ Fair	
Talking/Speech:	☒ Normal	☐ Moderate Loss	☐ Mute

DISCLAIMER STATEMENT

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified, nor do they address the performance standards that must be maintained.

EMPLOYEE:

I have read and understand the duties and responsibilities of this position. I have reviewed and agree to the contents of this position description, and I am able to perform the job functions and meet the physical requirements without restriction(s):

Employee Signature

Date

Job Description: EMT (Per Diem) Oct 2025

Final Audit Report

2025-10-28

Created:	2025-10-28
By:	Ruby Sylvester (rsylvester@lcch.net)
Status:	Signed
Transaction ID:	CBJCHBCAABAABAKJcvqtwNNyCEmDwWA_koQ6OjHZtsNr8L

"Job Description: EMT (Per Diem) Oct 2025" History

-  Document created by Ruby Sylvester (rsylvester@lcch.net)
2025-10-28 - 3:52:04 PM GMT
-  Document emailed to sottley@lcch.net for signature
2025-10-28 - 3:52:10 PM GMT
-  Email viewed by sottley@lcch.net
2025-10-28 - 4:01:53 PM GMT
-  Signer sottley@lcch.net entered name at signing as Shawn Ottley
2025-10-28 - 4:02:13 PM GMT
-  Document e-signed by Shawn Ottley (sottley@lcch.net)
Signature Date: 2025-10-28 - 4:02:15 PM GMT - Time Source: server
-  Agreement completed.
2025-10-28 - 4:02:15 PM GMT