



### **Position Summary**

Demonstrate and ensures knowledge, understanding and compliance of Recreational Sports and Risk Management policies and procedures. Ensure that the equipment is ready for use at the beginning of the shift and after every incident. This includes appropriate cleaning and disinfecting of the interior and exterior of the RM field pack; appropriate cleaning and disinfecting of equipment; inspecting; restocking and completing daily checklists of the equipment; and performing routine maintenance.

### **Specific Responsibilities**

#### **1. Accident Prevention, Care, Reporting and Documentation**

- Ability to distinguish appropriate level of care for more serious accidents in accordance with the policies and procedures of Recreational Sports consistent with good judgment and the provision of high-quality medical care.
- Act always in the best interests of participant care and in such a manner to reflect well on Recreational Sports.
- Act always with his/her personal safety in mind, as well as the safety of participants and staff.
- Respond to, notify, and document all accidents that occur at Recreational Sports facilities.
- Properly report and notify appropriate staff. Complete required documentation in accordance with Recreational Sports policy.
- Responsible for Universal Precautions: Prevention of Disease Transmission (UP: PDT).
- Knowledgeable with the infection control policies and procedures of Recreational Sports and able to perform body fluid clean up according to policy.
- Responsible for providing Recreational Sports with a current copy of EMT certification and CPR card bi-annually. Complete required training in all Recreational Sports, State and Federal mandates.
- Reports to assigned shifts in proper uniform and on time unless the proper notification has been made. Remains on-duty and in proper uniform until properly relieved.

#### **2. Incident Reporting and Documentation**

- Respond to, notify, and document non-accident incidents that occur at Recreational Sports facilities. Properly report and notify appropriate staff. Complete required documentation in accordance with Recreational Sports policy.

#### **3. Evacuation Response and Documentation**

- Ensure all evacuation policies and procedures are implemented.
- Recreational Sports policy.
- Evacuation assistance/facilitation for all:
  - Tornados
  - Fires
  - Earthquakes

#### **4. Facility and Space Security**

- Immediately report all security breaches.
- Check appropriate doors and locations to ensure they are secured.

## **Required Skills/Qualifications**

### **1. Minimum Requirements**

- Currently registered as an EMT (or higher) with the State of Indiana or National Registry.
- Current certification in CPR – Basic Life Support by the American Heart Association (AHA) or the American Red Cross.
- Indiana Supplemental Requirements:
  - START Triage
  - Autism Awareness
  - POST/Advanced Directives
- High degree of personal integrity and responsibility.
- Ability to work effectively with minimal supervision, using good judgment and common sense with a thorough understanding of the principles of emergency medical care.
- Ability to work efficiently and interact in a constructive and professional manner with other employees, and public safety personnel.
- Ability to interact effectively and professionally with participants, family members, bystanders, and the public in such a manner as to reflect positively on Recreational Sports.

### **2. Physical Requirements**

- The ability to lift and maneuver 50 pounds with assistance and without difficulty.
- The ability to walk up and down stairs without difficulty and the ability to lift and carry 150 pounds up and down two flights of stairs with assistance and without difficulty.
- The ability to stand for long periods of time.
- The ability to walk one quarter of a mile without difficulty and without affecting the immediate performance of job-related duties.

### **Reports to:**

- Service Director, Risk Management and Facility Projects – Mike Grannan

**Starting Pay Rate:** \$17.50/hour to \$21.50, based on level of experience.