

JOB DESCRIPTION
CONTRACTUAL POSITION

JOB TITLE: SENIOR EMERGENCY MEDICAL TECHNICIAN (SEMT)

JOB SUMMARY:

The incumbent has overall responsibility for emergency medical care at the Centre.

REPORTS TO: Assistant Detention Manager

SUPERVISION GIVEN TO: Emergency Medical Technicians

DUTIES AND RESPONSIBILITIES:

- Supervises the Emergency Medical Technicians and rosters them for duty.
- Reports to the physician assigned to the Centre on the progress or otherwise of sick/injured detainees.
- Visits medical institutions to secure appointments for detainees and collect laboratory reports.
- Ensures that first-aid equipment and supplies are readily available at the Centre.
- Reviews reports submitted by the Emergency Medical Technicians and takes appropriate action on any recommendations submitted and/or observations made.
- Liaises with the competent personnel at medical institutions where detainees have been awarded to keep abreast of the situation regarding their medical condition.
- Performs emergency diagnostic and treatment procedures such as stomach suction, airway management and heart monitoring.
- Administers drugs orally and by injection and performs certain intravenous procedures.
- Comforts and reassures sick/injured detainees and/or members of staff at the centre.
- Co-ordinates work with other emergency medical personnel and Police/Fire officials if required.
- Performs other related duties.

KNOWLEDGE, SKILLS AND ABILITIES

SKILLS AND ABILITIES:

- Ability to lift up to 50lbs. and drag 175 pounds.
- Ability to supervise in an efficient and effective manner.
- Ability to function efficiently in a volatile and stressful work environment.
- Ability to analyse situations objectively, and quickly determine the proper course of action to be taken.
- Ability to work long hours and also at nights, on weekends and on public holidays.
- Knowledge of Emergency vehicle inventory and maintenance procedures.
- Knowledge and skills in Basic Life Support (BLS)
- Ability to work both independently and as a member of a team.
- Ability to ensure the confidentiality of privileged information.
- Written and verbal communication skills at a level commensurate with the responsibilities of the position.
- Basic computer literacy.

MINIMUM EXPERIENCE AND TRAINING:

- Valid certification as an Emergency Medical Technician from an accredited institution.
- At least five (5) years' experience as an Emergency Medical Technician.
- Possession of a valid driver's permit for class 3 and 4 vehicles.

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