

# Gallitzin Fire Company, No. 1

## Quick Response Service Provider Job Description

### **JOB SUMMARY**

As a Regular or Junior Member of the Gallitzin Fire Company, No. 1 (GFC), the Quick Response Service (QRS) provider is charged with the responsibilities of responding to QRS calls to provide efficient and immediate care to the critically ill and injured. The QRS provider participates in formal and informal training and maintenance activities necessary to achieve the appropriate preparedness level to safely respond to and operate at emergency situations.

### **SUPERVISION**

Exercised: None

Received: Work is performed under the direct or general supervision of a fire company officer, senior firefighter or highest certified Health Care Provider.

### **POSITION RESPONSIBILITIES**

Responsibilities include, but are not limited to the following:

- Be familiar with all GFC rules, regulations, policies and operating guidelines applicable to the efficient operation of the Company.
- Attend and participate in GCF meetings and training sessions; meeting requirements to remain knowledgeable of GFC operations and to promote job performance.
- Must acquire and maintain certification as a Health Care Provider (First Responder, EMT, Paramedic, etc.) through the Pennsylvania Department of Health at a minimum.
- Appropriately wear all protective clothing for its intended purpose.
- Respond to QRS calls and be responsible for basic life support measures carried on external to a medical treatment facility.
- Have a working knowledge of all QRS equipment carried on the designated QRS response vehicle.
- Systematized assessment of injuries to multiple victims for determination of priority of transportation and medical treatment and methods of controlling injuries.
- Administer the appropriate level of care within the scope of training.
- Respond to emergency and non-emergency QRS calls and properly perform all QRS functions.
- Assist in maintaining designated QRS response vehicle, QRS equipment, and QRS tools in a clean and serviceable condition.
- Assist, as necessary, in maintaining the cleanliness and safety of the fire station.
- Monitors and communicates effectively and coherently over radio channels while initiating and responding to radio communications; exchanges information with Emergency Communication Center dispatchers and other emergency service personnel.
- Prepares a variety of reports and records; must maintain medical information in a confidential manner.
- Incorporate continuous quality improvement principles in daily activities.
- Maintain good interpersonal relationships with all members of the GFC and citizens we serve.

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- Successfully complete the GFC training requirements for QRS providers within the established time frame.
- Upon successful completion of the GFC training requirements for QRS providers and meeting all eligibility requirements the QRS provider shall complete the GFC Driver/Operator training program for the designated QRS response vehicle.
- Participate in non-emergency activities as required and requested.
- Conduct oneself in a mature, professional, and courteous manner at all times.
- Other duties as assigned.

#### **POSITION REQUIREMENTS (minimum)**

- Be at least 16 years of age.
- Successfully complete the application process to include:
  - Membership application form (18 or older) or Junior Membership application (16 and 17 year olds),
  - Pennsylvania Child Abuse History Clearance (18 or older)
  - Pennsylvania State Police Request for Criminal Record Check (18 or older)
  - Annual Medical Statement of Personnel form (18 or older)
  - Reference Review (18 or older)
  - Supply valid working papers (16 and 17 year olds)
- Physically and mentally fit to meet the demands of the position

#### **KNOWLEDGE, SKILLS, and ABILITIES**

- Knowledge of streets within the GFC first-due response area.
- Knowledge of basic first aid, including American Red Cross CPR and Automatic External Defibrillation (AED) certification.
- Ability to work well with others and work as a team member under the supervision of a fire company officer or senior firefighter.
- Ability to establish rapport and interact professionally, sensitively, and patiently with individuals of all ages and abilities.
- Ability to exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Ability to understand and follow written and oral instructions and orders in the English language.
- Ability to effectively communicate orally and in written correspondence.
- Ability to work and remain calm under stressful situations.
- Ability to read a variety of informational and technical documentation, directions, instructions, and methods and procedures.
- Ability to write job-related documentation and reports with proper format, punctuation, spelling and grammar, using all parts of speech.
- Ability to achieve and maintain adequate level of fitness to perform essential functions of the job.
- Ability to achieve and maintain adequate level of certification to perform essential functions of the job.

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### **WORKING CONDITIONS**

Significant exposure to undesirable working conditions such as outside weather, fumes, airborne particles, moving mechanical parts, wetness, humidity, risk of electrical shock, vibration, working at night, poor ventilation, risk of blood borne/airborne pathogens, and varying noise levels.

### **PHYSICAL ACTIVITIES**

Essential functions require maintaining physical condition necessary for significant physical activity such as: sitting, standing, walking, running, kneeling, crouching/stooping/squatting, crawling, twisting upper and lower body, climbing, balancing, pushing, pulling, driving a motor vehicle under stressful conditions and varying speeds, regularly lifting and or maneuvering up to 50 pounds and occasionally lifting and maneuvering up to and over 100 pounds.