

South Branch Emergency Services



Rehab Team Leader Job Description



JOB TITLE

REHAB TEAM LEADER

POSITION SUMMARY

The Rehab Team leader is a 12-hour per-month minimum job. This position's primary responsibility is to ensure that the rehab vehicle is always clean, stocked and ready to respond to any incident. In addition, the Rehab Team Leader is the liaison for rehab with the 36-4 Partnership members and the CERT team. Rehab Team Leader will also ensure that program is operating under the NJ State Rehab Guidelines (http://www.state.nj.us/dca/divisions/dfs/publications/publication/ref_booklet11.pdf).

REPORTS TO

EMS Captain with direction of the EMS Lieutenants.

QUALIFICATIONS

- High school graduate or GED
- Must be at least nineteen (19) years of age
- Minimum of one-year experience as a certified EMT.
- Must have a general knowledge of rescue and EMS vehicles and associated equipment
- Must be mechanically inclined

LICENSURE/CERTIFICATION:

- Certification by the State of New Jersey (or NJ Office of EMS [NJOEMS]-approved equivalent) as an Emergency Medical Technician-Basic
- Valid motor vehicle operator's license that is not under suspension or revocation
- Cardiopulmonary Resuscitation certification by a NJOEMS-approved accrediting agency
- Current NIMS/ICS 100 and 200
- Current NIMS IS-700 and I-800
- Documented completion of Coaching the Emergency Vehicle Operator (CEVO) - Ambulance, Emergency Vehicle Operations Course (EVOC) or approved equivalent program
- Obtain Medical Unit Leader training within six (6) months

DUTIES AND RESPONSIBILITIES:

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- Checks Rehab and ensure properly stocked
- Completes a monthly vehicle check and inventory
- Safely responds to emergency calls for assistance
- Ensures the safety of the scene prior to entering
- Run Generators and ensure properly filled with fuel
- Ensures equipment is properly cleaned and put away after incidents and/or training sessions
- Works with Mutual Aid Partners on Training
- Works with EMS Officer's to develop training classes and assists with drills
- Main point in contact with CERT Team for rehab training/drills
- Liaison for 36-4/CERT in Rehab Program
- Actively participates in quality assurance functions
- Send vehicle logs to County Department of Public Safety monthly
- Reviewing call logs and attachment to run reports upon completion of calls
- Maintains a complete listing of all vendors as required
- Recommends and properly schedules apparatus and equipment for repair or inspection
- Acts in a professional manner and uses good judgment in carrying out all job responsibilities
- Follows proper chain of command for conflict resolution
- Any other duties as assigned by a supervisor/ line officer

ADDITIONAL REQUIREMENTS:

- Must be able to read, speak, and write English sufficiently to perform duties
- Ability to work effectively with supervisors, co-workers, other emergency service personnel, and hospital staff
- Must have excellent verbal and written communication skills