

BOROUGH OF EMMAUS AMBULANCE CORPS

Requirements and Qualifications For

Wheelchair Transport Van Operator

Applicants must meet the following requirements and include copies of the certifications listed:

- Applicant must live within 20 air miles of Emmaus Borough Hall, 28 S. 4th Street, Emmaus, PA 18049
- Must be at least 18 years of age
- Current Pennsylvania driver's license and clean driving record
- Current criminal background clearance (PA State Police) and child abuse clearance (Childline Registry) prior to hiring
- Current CPR certification (Within 30 days of hire date)
- Bloodborne pathogens training (Within 30 days of hire date)
- HIPAA privacy training (Within 30 days of hire date)
- Previous employer and personal references with current phone numbers

All required paperwork must be submitted with a legible and completed application to Emmaus Borough Hall, Monday through Friday from 8:00 a.m. to 4:00 p.m.

Borough of Emmaus Ambulance

6-07-2016 Job Description: Wheelchair Transport Van Operator

Position: Wheelchair transport van operator

Classification: Non-Exempt

Reports To: Chief, Ambulance Department

Department: Ambulance

Last Updated: June 7, 2016

The Wheelchair Transport Van Operator is a part-time position for an individual who answers calls for non-emergent transportation of wheelchair bound customers. These customers require transportation from hospital to nursing facility, hospital to residence, residence to physician's office, residence to diagnostic centers, and occasionally a return trip to residence.

The Wheelchair Transport Van Operator at all times acts in a manner consistent with, and aimed at furthering, the mission, goals, and operating principles of the Borough of Emmaus, and possesses the ability to work well with others without regard to their race, religion, color, sex, sexual preference, gender identity, ancestry, age, national origin, disability, marital or veteran status, economic, and educational backgrounds.

The Wheelchair Transport Van Operator's work is performed in a competent, timely, collaborative, and professional manner, and in strict accordance with all applicable laws, reflecting the Borough's high standard of ethical behavior and commitment to service to its citizens. This includes maintaining confidentiality as appropriate and recognizing that all work produced is the property of the Borough of Emmaus.

The Wheelchair Transport Van Operator displays the following qualities:

- An enthusiastic dedication to public service and to customer-driven care that is sensitive to the needs and the concerns of customers and their families.
- The ability to act confidently and efficiently and to exercise sound judgment on transport calls.
- The ability and willingness to work with others as a team player who feels a sense of responsibility not only for his/her own success, but for the success of coworkers as well.

The individual in this position must be able to perform satisfactorily each of the essential duties described below:

- Respond promptly, in a professional manner, to internal and external customer requests.
- Maintain a professional demeanor and appearance at all times.
- Visibly monitor customer during transport to receiving facility and respond to any problems with the customer that may arise.
- Report verbally to the receiving facility any observations that occurred during transportation.
- Provide assistance to receiving facility staff upon their request.

Borough of Emmaus Ambulance

6-07-2016 Job Description: Wheelchair Transport Van Operator

- Adhere to Borough of Emmaus safety requirements, including but not limited to the proper use of all safety restraints in the wheelchair van.
- Completes all appropriate paperwork related to the transport. Submits all appropriate paperwork to the EAC billing department after the assignment is completed.
- Reports any equipment or vehicle problems to the shift supervisor and completes appropriate form prior to end of shift.
- Reports unusual incidents to the shift supervisor and completes appropriate form prior to end of shift.
- At the start of the shift, completes the vehicle checklist and necessary safety checks on the van.
- Keeps the vehicle clean and disinfected and stocked with any necessary supplies.
- Ability to communicate effectively orally and in writing.
- Ability to read English language manuals, road maps, street signs, and addresses.
- Effective interpersonal skills to interact with facility staff, coworkers, customers, families, and the public.
- Computer literacy: Includes completing Microsoft Office documents, checking email, looking up medical facilities, and occasionally mapping addresses for transports.

Physical Requirements

The physical requirements of the job include, but are not limited to, the following:

- Must be at least 18 years of age.
- Must pass a pre-employment physical examination performed by an Emmaus Borough appointed medical center.
- The ability to sit, stand, and walk, and to bend, stoop, and squat.
- The ability to step up into and step down out of the transport van throughout the shift.
- The ability to speak and hear clearly.
- Adequate distance vision.
- Ability to handle a wheelchair with a customer in the chair.
- Manual dexterity (i.e. the use of fingers, hands, and arms).
- The ability to successfully lift, carry, and balance up to 150 pounds, or with the assistance of another attendant, to lift a 250 lbs. person in a stair chair or wheelchair up several steps.
- The ability to withstand various weather conditions (extreme heat, cold, and moisture).
- Must be able to be insured.

Education, Experience, and Certification

Successful completion of high school or G.E.D.

A valid Pennsylvania driver's license.

A current CPR certification.

HIPAA privacy training: May be provided by the Borough of Emmaus Ambulance after hire.

Bloodborne pathogens training: May be provided by the Borough of Emmaus Ambulance after hire.

Equipment (examples of devices used in performance of job)

- 2015 Ford Transit 150 van with rear mechanical wheelchair lift.
- Use of cellular phone for communications.
- Use of computers (desktop and/or tablet), fax machine, copier machine, and printers for completing necessary paperwork for transports.
- Use of GPS unit in vehicle for locating addresses.

Approved by: _____

Date: _____

Approved by: _____

Date: _____

Approved by: _____

Date: _____