



Palmerton Community Ambulance Association, Inc.
501 Delaware Avenue P. O. Box 2 Palmerton, PA 18071-0002
Office (610) 826-7600 • Fax Line (610) 826-5327

Date received: ____/____/____ Received By: _____ Hired On: ____/____/____

We consider Applications for all Positions without regard to race, color, religion, creed, gender National origin, age, disability, marital or veteran status, or other legally protected status.

Application for Employment

Pre-Application questionnaire/Equal Opportunity Employer

Position Being Applied For: _____

How did you hear about us

____ Advertisement _____ Relative _____ Inquiry
____ Employment Agency _____ Friend _____ Other _____

Personal Information:

Name: _____
Last First MI

Address: _____
Street Town State Zip Code

Phone #: ()- _____ ()- _____
Home Work

()- _____
Pager/Cell Phone

Social Security Number: _____ - _____ - _____

Best time to contact you at home is: _____:_____ a.m. or p.m.

If you are under the age of 18, can you provide proof of your eligibility to work? Yes No

Have you ever applied with us before? Yes No

If yes, Please give date: _____

Have you ever been employed with us before? Yes No

If yes, Please give date: _____

Do any of your friends or relatives work here? Yes No

Are you lawfully prevented from becoming employed in this

Country because of Visa or Immigration Status?

Yes No

(Proof of citizenship or immigration status will be required upon employment)



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Date available for work: ____/____/____ What is your desired salary range \$ ____

Are you available to work ____ Full Time ____ Volunteer ____ Part Time ____ Jr. Membership

Are you ____ EMT ____ Paramedic ____ First Responder ____ HP

Date of original certification ____ Certification Number ____

Has your certification ever lapsed? ____ Yes ____ No

CPR - Exp Date: ____ PHTLS - Date Received ____

Hazmat – Date Received ____ EVOC – Date Received ____

Hep. B Vacc. - Date Received ____ TB – Date Received ____

Tetanus – Date Received ____

Please provide copies of the above along with the application

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Describe any Job-related training received in the U.S. military



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List professional, trade, business, or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, age, national origin, ancestry, disability or other protected status.

Additional Information

Other qualifications –

Summarize special job-related skills and qualifications acquired from employment or other experience

Education:

School	Name and Address of School	Course of Study	No. of years completed	Diploma/degree
Elementary				
High School				
College				
Other(specify)				



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Work Experience:

Start with present or last job. Include any job-related military service and volunteer activities

Employer	Dates employed from _____ to _____
Address	Hourly rate:
Telephone #	Starting:
Job title	Final:
Supervisor	Work performed
Reason for leaving	May we contact ___ Yes ___ No

Employer	Dates employed from _____ to _____
Address	Hourly rate:
Telephone #	Starting:
Job title	Final:
Supervisor	Work performed
Reason for leaving	May we contact ___ Yes ___ No

Employer	Dates employed from _____ to _____
Address	Hourly rate:
Telephone #	Starting:
Job title	Final:
Supervisor	Work performed
Reason for leaving	May we contact ___ Yes ___ No

May we contact your Previous Employers: Yes _____ No _____



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Business References:

Name:	Address:	Telephone:

May we contact your Business References: Yes _____ No _____

Personal References:

Name:	Address:	Telephone:

May we contact your Personal References: Yes _____ No _____

Note: Attached please read and sign ONLY if you are able to complete the required Job duties, responsibilities and functions.



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Position Description – Transportation Services Driver

POSITION TITLE:

Transporter

POSITION IDENTIFICATION

Reports to: Transportation Coordinator

Employees Supervised/Directed: None

POSITION PURPOSE AND SUMMARY:

Palmerton Community Ambulance Corp. the ideal Transporter will perform duties associated with providing services transportation services applicable by law, regulations, and Palmerton Community Ambulance Corp. policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The incumbent must possess and apply knowledge and skills necessary to perform the duties of an Transporter in a dignified and compassionate manner, including:

- Communicating with professional medical personnel and treatment facilities to obtain instructions regarding the care and/or to arrange the transportation of patients to the appropriate center/facility;
- Completing trip sheets and all other forms in a competent and timely fashion.

The incumbent must perform all job responsibilities in a manner that protects patient privacy:

- The incumbent is expected to protect the privacy of all patients information in accordance with the Company's privacy policies, procedures, and practices, as required by federal [and state] law, and in accordance with general principles of professionalism as a health care provider. Failure to comply with the Company's Policies and Procedures on patient privacy may result in disciplinary action up to and including termination of employment.
- The incumbent may access protected health information and other patient information only to the extent that is necessary to complete your job duties. The incumbent may only share such information with those who have a need to know specific patient information you have in your possession to complete their job responsibilities related to treatment, payment or other Company operations.
- The incumbent is encouraged and expected to report, without the threat of retaliation, any concerns regarding the Company's Policies and Procedures on patient privacy and any observed practices in violation of that Policy to the designated Privacy Officer.
- The incumbent must possess and apply knowledge and skills necessary to perform the duties of the transporters equipment, including:



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- Responding to instructions from a dispatcher and driving and operating specially equipped vehicles to specified locations at a safe and controlled speed, in accordance with federal, state, local law, regulations and standards;
 - Assuring that vehicles are in good working condition at all times, are properly maintained and stocked, have all necessary equipment and this equipment is in good working order at all times;
 - Cleaning, organizing and restocking vehicles in a ready condition after each transport;
 - Receiving requests for transportation service and other duties-related communication via two-way radio and other communication devices;
 - Maintaining accurate records.
 - Handling telephone communications professionally and efficiently with careful regard to the divulgence of information;
 - Coordinating requests for transports in accordance with the Palmerton Community Ambulance transport policies;
- The incumbent must perform routine tasks in and around the ambulance service building, including:
- Checking, restocking, inventorying and cleaning any apparatus operated by the Ambulance Corp.;
 - Cleaning, doing dishes, emptying trash and other related duties in the ambulance station;
 - Washing and drying towels, and other laundry in the provided heavy duty washing equipment;
 - Performing any other duty related to the Ambulance Corp. as designated by the supervisor/manager.

The incumbent must also:

- Be a team player, as transporters is a team effort, and transporters must provide necessary assistance to ensure system sanitation, readiness and adherence to quality assurance standards;
- Be flexible, as Transportation services operate on a 24-hour clock; the incumbent's assigned work shift schedule may vary and the incumbent should be available to respond immediately for a transport during the assigned work period, and the start and shift times may vary due to the nature of the business;
- Maintain a thorough working knowledge of local geography, which includes maps, streets.
- Assure that all certifications, licenses and registrations are up-to-date.



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QUALIFICATIONS

Educational Requirements

The incumbent must have a minimum of either a high school diploma or a GED as evidence of completion of a high school education. and must have and maintain current state C.P.R. and basic first aid certification (license, if applicable).

The incumbent must possess and maintain a valid driver's license,

Minimum Experience, Abilities Required and Special Requirements

Will Train No Experience Necessary

PHYSICAL REQUIREMENTS OF THE POSITION

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

The position requires significant physical strength and dexterity and the ability to Function.

The following guidelines are used to describe

STANDING/WALKING: Frequently to continuously when responding to assignments.

This usually includes: going to and from the vehicle, getting patients to and from their locations.

SITTING: Frequently when responding to a location, the individual will sit in the vehicle. The vehicles are equipped with a standard installed vehicle seat.

The time performing the sitting would depend upon the specific situation.

LIFTING AND CARRYING: Frequently required to lift and carry weights ranging from a few pounds to ten (10) pounds and above. Occasionally required to lift and carry weights scaled at above 100 pounds or more. Incumbents will need to lift and carry, with one team member, adult patients, lifting them from various positions (such as a bed or a chair) onto various patient movement devices, such as an ambulance stretcher, a stair chair, wheelchair, etc., and then efficiently move them into a vehicle.

BENDING AND STOOPING: Frequently throughout a work shift the individual will be required to bend in a range of 1 to 90 degrees. The average situation will require the individual to work in a range of 35 to 65 degree bends. This would involve: lifting a patient, lifting equipment, sitting on a bench seat located in the van.

This activity may be prolonged and last up to 30 minutes or more.

CROUCHING AND KNEELING: Frequently. Crouching and kneeling may be performed when on the scene picking up equipment or assisting patients.

CLIMBING: Occasionally. This is required when climbing steps up and down with a patient on a stretcher or other device, and when entering or exiting the vehicle. Generally, the climbing would require that the incumbent be lifting and carrying heavy objects such as a stretcher or other device with a patient on it. Balancing may be required when backing down staircases.

REACHING: Frequently to continuously throughout the work shift in order to monitor patients, operate communication equipment, and operate equipment.

If working inside the rear of the vehicle en route to a facility, the incumbent will need to reach to access the patient and supplies. Reaching will involve partial to full extension of the arms.



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PUSHING AND PULLING: Frequently. The activities that would require the most force in pushing and pulling is when removing or returning a Litter or Wheelchair to the vehicle, with and without a patient on. The weight required to push/pull will vary, depending on the weight on the Litter or Wheelchair. Slight pushing will be required if the incumbent is performing CPR, which can require repetitive pushing and may range from a few minutes to hours. Pushing and pulling is required when operating and closing vehicle doors.

HANDLING OR GRASPING: Continuously. While working at any given location, continual bilateral gross manipulation is performed in this position. This may be involved when: opening/closing doors; and using, handling, carrying and/or operating equipment boxes that may weigh approximately fifty (50) pounds or more, stretcher rails, various handles attached to equipment, and tools. The arm and hand must be able to perform all types of positions, including supination and pronation. Hyperextension, extension and flexion of the fingers will be involved, ulnar and radial deviation, abduction and adduction of the hand and wrist will be required. A wide variety of grasping will be required, such as cylindrical grasping, palmer grasping, hook grasping, tip grasping, lateral grasping and spherical grasping.

HAZARDS: The incumbent, when conducting his/her duties, can be exposed to dust, fumes, adverse weather conditions.

There is also exposure to body substances that may contain infectious materials that could cause illness or death. There is potential for bodily harm or death from violent patients, or other dangers.



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OTHER PHYSICAL REQUIREMENTS

- Maintain balance and strength in awkward positions;
- Speak clearly under stressful circumstances;
- Accurately communicate ideas orally and in writing in English;
- Get along well with others.

MENTAL REQUIREMENTS OF THE POSITION

- Handle a significant number of stressful situations, and be able to function calmly; coolly and collectedly under all types of stressful situations;
- Get along well with diverse personalities;
- Communicate with patients and others with empathy and respect;
- Create and maintain a positive and cooperative working environment
- Work smoothly and professionally in an environment where teamwork is essential;
- Work independently with a minimal supervision for assigned tasks;
- Exercise sound independent judgment within general Policy and procedural guidelines;
- Establish and maintain effective working relationships with all levels of personnel within the medical community and Palmerton Ambulance Corp., outside agencies, patients, and members of the community;
- Understand and follow federal, state and local laws, and Ambulance Corp. policies, procedures, and rules;
- Follow orders;

DISCLAIMER

The information provided in this description is designed to indicate the general nature and level of work performed by incumbents within this position. It is not to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this position. Management has the sole discretion to add or modify the duties of the position and to designate other functions at any time. This position description is not an employment agreement or contract.



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ACKNOWLEDGMENT

I, _____, have read this position description in its entirety and fully understand the expectations, requirements and hazards associated with this position, and that the job description and duties are subject to change at the discretion of the Company. I also understand that if employed by the Company, I am employed as an at-will employee and that the Company or I may terminate the employment relationship at any time, without notice, and for any lawful reasons

Signature of Incumbent

Date



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Are you capable of performing in a reasonable manner, with or without accommodations, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given. Yes___No___

I certify that the answers given herein are true and complete. Yes___No___

I authorize investigation of all statements contained in this application for as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at this time.

I hereby understand and acknowledge that, unless otherwise defined applicable by law, any employment with this organization is of an "at will" nature, which means that the employee may resign at anytime and the employer may dismiss employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledge in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview may result in dismissal. I understand that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date