



Morris Minute Men

Essential Functions of Members

To the Applicant:

The Morris Minute Men is an inclusive organization, and we will attempt to make reasonable accommodations to meet the needs of anyone who wishes to be a member. Applicants must be aware that we also have a tremendous responsibility to our members and patients, and cannot risk their health and safety by exposing our members to situations beyond their physical and mental abilities. This document describes some of the essential functions required of our members. Applicants must read this document to ensure that they are capable of performing the tasks expected of them. **Please initial each page after reading.**

Position Overview:

Responds to all requests for emergency and non-emergency services including, but not limited to, medical transportation, medical emergencies, stand-bys and administers life saving measures as defined by State Department of Health and Senior Services Emergency Medical Protocol for a certified Emergency Medical Technician in Basic Life Support (BLS). Maintains vehicles, facilities and equipment as directed. Performs assigned responsibilities in accordance with established protocols and procedures, with close to moderate supervision, depending on experience and the task performed. In emergency situations, performs duties where quick and sound decisions must be made, and where incorrect decision or action could result in serious risk of physical harm to self and co-workers, harm to other individuals, costly damage to equipment, increased property loss or detrimental public view of the organization.

Essential duties and responsibilities

- Respond to medical transportation requests and emergency medical care calls as assigned for assistance to sick or injured people and treat them according to Basic Life Support guidelines, including use of Automated External Defibrillator (AED).
- Drive and operate all organization vehicles as qualified and appropriate to the scene of the incident or service request.
- Perform daily equipment tests and upkeep tasks to keep all equipment and vehicles in state of readiness for service requests. Perform routine equipment maintenance, such as checking fluids, hoses, and air pressure, and making corrections. For mechanical maintenance and repair, report to supervising officer.
- As directed, participate in training classes and exercises to maintain and upgrade knowledge, skills and certification.
- Perform work in accordance with all safety policies and procedures, including the protocols for infection control.
- Wash equipment and perform facility maintenance, such as washing windows, washing and waxing floors, cleaning kitchen utensils and equipment, and doing laundry as may be necessary. Perform grounds maintenance, such as cutting grass, collecting debris, trimming and watering as may be required.
- On occasion, may make public presentations, conduct tours of the facility, or assist in presenting training classes for other staff, volunteers, community groups, or personnel from other organizations.
- Maintain necessary manual and computer records.
- Participate in off-duty rotation call-back for standby and special calls.

Applicant Initial _____

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Working Conditions:

Work is performed in widely diverse environments depending on situational demands. When driving emergency medical vehicles in response to calls, must navigate all kinds of road conditions at a steady speed and reacting quickly to other drivers' response to the emergency vehicle and siren. At site of medical emergency or medical transport, depending on the type of situation, hazards potentially encountered include possible explosion of automobile or gasoline spill, broken glass, traffic passing scene of incident, difficult and dark terrain, guard dogs and pets, needle sticks, and exposure to contagious and infectious disease, including hepatitis and HIV, requiring strict adherence to protocols for infection control and PPE. Additionally, work may involve exposure to weather conditions, all types of terrain, slippery surfaces, hazardous materials, chemicals, toxic fumes and smoke.

Knowledge/Skills/Abilities:

- Excellent communications skills, for example, to calm individuals experiencing a medical emergency, handle abusive behavior, create public trust, give and receive information on the radio under emergency situations, and provide information about the organization.
- Ability to read, and interpret a variety of technical materials, including manuals and periodicals.
- Ability to write clear and concise reports.
- Ability to read, understand, speak and write the English language.
- Computer skills sufficient to enter data and generate reports.
- Mechanical aptitude sufficient to perform basic troubleshooting to maintain the operation of all organization equipment.
- Ability to handle a high level of personal stress, and to maintain composure and control of self and the situation, under a variety of adverse conditions, including verbal and physical abuse, witnessing death and critical injuries and experiencing risk of personal harm. Must cope with situations firmly, courteously, tactfully, and with respect for all the rights of citizens.
- Ability to perform duties and maintain personal conduct, attitude, and appearance that conform with strict policies, procedures, and discipline, within a "chain of command" management system.
- Ability to work as a reliable team member, and establish and maintain effective working relationships with co-workers and others outside the organization, such as hospital staff, police, firefighters and other emergency services personnel.
- Ability to memorize and recall detail, such as names, faces, addresses, incidents, and identification of objects.
- Ability to develop knowledge of the geography of the area, and travel routes to various area hospitals.

Physical Demands:

- While performing the duties of this job, the member is regularly required to stand, use both hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, talk or hear, and taste or smell.
- Physical strength and ability to perform intermittently very heavy labor strenuous work for short and/or extended periods of time under possibly dangerous and uncomfortable conditions, often while wearing bulky protective gear, including respirators. Very heavy strenuous labor is defined as, for example, exerting force sufficient to lift and carry up to 200 pounds of body weight and occasionally, as a team member, to lift and maneuver onto a gurney body weight up to 600 pounds, or as necessary lift whatever weight is required to handle the emergency or service request. Often the lifting must be done in spaces where use of correct lifting techniques is not possible.
- Physical stamina and ability to perform physical activities such as climb up and down stairs, climb ladders, crawl into confined spaces, carry heavy and bulky equipment and sustain this activity for the duration of the emergency or service request without interruption while wearing bulky protective gear.
- The member frequently is required to walk.
- The member is occasionally required to run.
- The member is occasionally required to sit.

Applicant Initial _____

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- The member must regularly lift and/or move up to 40 pounds, frequently lift and/or move up to 100 pounds and occasionally lift and/or move more than 100 pounds.
- Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Hearing ability sufficient, for example, to use stethoscope to assess heart and lung sounds where ambient noise is a factor and to communicate with team members and use portable radio while wearing a respirator.

Applicant Initial _____

Statement of Fitness for Duty

I hereby declare that the duties and responsibilities of a member of the Morris Minute Men have been explained to me, and I have been made aware of some of the unique stresses present in the pre-hospital environment. I have read and understood the above “Essential Functions” for a member of the Morris Minute Men.

To the best of my knowledge I possess sufficient physical, mental and emotional fitness to meet the duties as explained. I declare that I have no pre-existing medical condition which would be reasonably expected to interfere with my duties as explained.

I agree that if I should become ill or injured during the performance of my duties as a member of the Morris Minute Men, I will immediately notify an officer of the organization for appropriate follow-up. I further agree that if at any time questions should arise regarding my physical, mental or emotional fitness for duty should arise, the Morris Minute Men may for my protection suspend me from duty and require an evaluation by a physician, psychologist, or another appropriate, licensed healthcare provider. I understand that I may require a note from a licensed healthcare provider before being allowed to return to duty.

I further agree that I will complete all training required by the Morris Minute Men. I understand that failure to meet training requirements or failure to maintain required certifications may result in my dismissal from the organization.

I understand that assignment to particular duty shift is based upon the needs of the organization. While the Morris Minute Men will make every effort to accommodate a scheduling request, a serious or ongoing inability to meet duty shift requirements may result in dismissal from the organization.

Signature (If under age 18, parent/guardian must co-sign)

Date



**Morris Minute Men
EMERGENCY MEDICAL SERVICES**

Responsibilities of Membership

(1) One twelve hour shift a week contingent on staffing availabilities.

- Choice of day time (Monday through Friday) or Sunday, Monday, Tuesday, Wednesday, Thursday, or Friday night
- Shifts run from 06:00 to 18:00 (day) or 18:00 to 06:00 (night)
- Friday night shift runs from 18:00 to 09:00
- Day time may have flexible hour scheduling -- blocks of three or more hours
- Member needs to be on time and complete the entire shift or find coverage
- The night shift does not change from week-to-week once assigned. If personal schedule necessitates a change in assignment, available options at that time for re-assignment can be discussed

(2) Ten to eleven 24 hour reserve shifts (night crews only)

- Shift runs from 18:00 Saturday until 18:00 Sunday
- Scheduled on a rotating basis determined by the member's crew assignment every 5 or 6 weeks
- Member needs to be on time and complete the entire shift or find coverage

(3) Saturday nine hour reserves

- Four for night crews; seven for day team
- Shift runs from 09:00 Saturday to 18:00 Saturday.
- Member needs to be on time and complete the entire shift or find coverage

(4) Seven Standbys

- Special events chosen by the member which have various times
- Member needs to be on time and complete the entire shift or find coverage

(5) EMT Class and State Certification completed within a year

- First attempt paid through the NJ State Training Fund accepted by many training locations
- 200-250 hours of classroom instruction and hands-on skills training
 - 10 additional hours observing the Emergency Department in the hospital
 - College-level course with written and practical exams
 - EMT Certification must be maintained by attending 50 hours of training every 3 years

(6) Purchases -- Aside from the following items, all required equipment, training, and uniforms are provided by the Organization.

- EMT Class textbook & miscellaneous fees (\$250 can be reimbursed by the MMM to the member after being an EMT with the organization for a year)
- Black boots that can be shined
- A watch with a second hand

- Black uniform belt

(7) Meetings

- Probationary members are expected to attend all meetings unless they have a legitimate excuse. Meetings occur on the second Tuesday of every month at MMM Headquarters. Excuse for absence must be in writing to the Board of Managers.
- Regular members are expected to attend 50% of business meetings

(8) Drills

- Members are expected to attend 50% of scheduled drills. May be on various days depending on the drill topic & location (transportation provided from MMM HQ)

(9) Any other requirements set forth by Senior Officers or Board of Managers and all above shift requirements are subject to change dependant on needs of organization.



Morris Minute Men Certification and Authorization for Background Check

Last Name

First Name

MI

Certification of Good Character

Have you ever been arrested for, charged with, indicted for or convicted of the commission of any crime or offense at the Municipal, State or Federal level, including offenses categorized as misdemeanors, high misdemeanors and felonies? Minor motor vehicle violations such as parking violations need not be disclosed.

☐ Yes
☐ No

Have you ever been convicted of any of the foregoing crimes or offenses under any circumstances included but not limited to a plea of guilty, Non Vult, Nolo Contendere, no contest, or a finding by a judge or jury?

☐ Yes
☐ No

Are you presently behind in child-support payments?

☐ Yes
☐ No

Have you ever been denied a license/certification or had a license/certification revoked to practice as a healthcare provider in this or any other jurisdiction?

☐ Yes
☐ No

Have you ever been subject to any disciplinary action by a healthcare organization?

☐ Yes
☐ No

If you answered yes to any of the questions above, please attach a brief explanation to your application. (Answering yes will not automatically disqualify an applicant for membership.)

I certify that the above information is complete and accurate. I understand that providing false or incomplete information on this form may result in denial of this application or dismissal from the Morris Minute Men.

Signature (If under age 18, parent/guardian must co-sign.)

Date

Consent for Fingerprinting

I authorize the Morris Minute Men to request that I be fingerprinted if necessary to complete my background check. I understand that refusal to provide fingerprinting may be grounds for dismissal from the organization.

Signature (If under age 18, parent/guardian must co-sign.)

Date

Consent for Urine Drug Testing

I authorize the Morris Minute Men to request a random urine sample for drug testing at any time while I am a member. The cost for any such test will be paid for by the organization. I understand that refusal to provide a sample may be grounds for dismissal from the organization.

Signature (If under age 18, parent/guardian must co-sign.)

Date



Morris Minute Men Consent for Criminal and Other Background Check

Please provide the following information (print or type):

Last Name

First Name

Middle Name

Any other name(s) by which you may have been known.

Date of Birth

Place of Birth (City, State)

Driver's License Number and State

Social Security Number

Please provide a list of your residences (city, state) for the last five years.

I, _____, an applicant to the Morris Minute Men, hereby authorize any Municipal, County, State or Federal law enforcement agency to investigate my criminal background on behalf of the Morris Minute Men and to fully disclose their findings to an authorized agent of the Morris Minute Men.

I authorize the Department of Motor Vehicles, Motor Vehicle Commission, or equivalent organization in any jurisdiction to release information regarding my driving record to the Morris Minute Men.

I authorize any school, employer, licensing board, professional society or healthcare organization with which I have been associated to provide information regarding any disciplinary actions to which I have been subjected to the Morris Minute Men.

I understand that this information will, in part, be used to determine my eligibility for membership in the Morris Minute Men. I hereby release the Morris Minute Men, its officers and agents from any and all liability related to this background check. I understand that this consent form will be photocopied and given to the appropriate agencies as described above, and I authorize that copies or facsimiles of this consent form which show my signature are as valid as the original signed by me.

I furthermore agree that I will notify the Board of Managers of the Morris Minute Men within 48 hours or before my next shift (whichever is sooner) in the event I am arrested for or convicted of any offense. I understand that failure to do so constitutes grounds for dismissal from the Morris Minute Men.

Signature (If under age 18, parent/guardian must co-sign.)

Date