



Classification Description

OUR VISION:

To be the acknowledged leader in public assembly venue management in the region

OUR MISSION:

To enhance the livability and economic vitality of the metropolitan region through sound stewardship, expert management and creative development of the region's public assembly venues

OUR VALUES:

Respect ~ Excellence ~ Teamwork ~ Innovation ~ Community

Job Title	Medical Specialist	Bargaining Unit	Non-represented
Functional Job Family	Guest Services	Classification #	8120
FLSA	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	Salary Grade #	122
Position Status	<input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time	Revision Date	May 2007

Summary:

Assess injuries and illnesses. Provide emergency care and medical assistance to injured or sick persons.

Reasonable Accommodations:

To perform this job successfully, an individual must be able to perform each essential duty and physical demands satisfactorily with or without a reasonable accommodation.

Essential Functions:

- Respond to medical emergencies and provide medical assistance to injured or sick persons on MERC premises; attend to ailments and medical conditions such as chest pains, shortness of breath, asthma, allergic reaction, etc.
- Assess non-emergency injuries and illness; provide first aid and medical intervention to persons injured on the agency's premises.
- Determine the severity of illness or injury; initiate call to 911 as the situation requires.
- Maintain first aid/medical supplies and equipment inventory; ensure adequate stock of medical supplies and equipment; process requests for replenishment of stock as needed.
- Ensure medical equipment is in proper working condition; clean and sanitize equipment as needed.
- Ensure proper disposal of bio-hazard materials.
- Act as a resource to injured and sick persons by providing information with regard to the location of urgency clinics, hospitals, emergency rooms, etc. for further evaluation.
- Complete documentation and reports with regard to first aid, medication, and treatment provided.
- Perform work in accordance with established protocols, policies, practices and procedures of the department.

Secondary Functions:

- Dispense over-the-counter medications upon request.



- Other duties which may be necessary or desirable to support the agency’s success.

Supervisory Responsibilities:

This position has no supervisory responsibility but may provide leadership and guidance to volunteer staff and/or assist with orientation of new members of the work group.

Education and/or Experience; Certificates, Licenses, and Registrations:

- Current and valid certification as an Emergency Medical Technician, and
- A minimum of two (2) years of experience in emergency medical response, or
- An equivalent combination of education, experience and training that would provide the knowledge, skills and abilities required for the successful performance of the essential job duties.
- Current and valid Cardiopulmonary Resuscitation certification.

Necessary Knowledge, Skills and Abilities:

- Knowledge of and skill in, of basic life support procedures and use of medical equipment.
- Ability to respond quickly and effectively in emergency situations.
- Ability to make appropriate decisions and read others in emergency situations.
- Ability to communicate clearly and concisely, both in orally and in writing.
- Ability to provide comfort and support to sick and injured persons.
- Ability to remain calm and methodical in stressful situations.
- Skill in the use of medical equipment.

Physical Demands / Work Environment:

- Continuously required to stand and/or walk for extended periods of time; sit for extended periods of time; hear and/or respond to audio/verbal cues; see and/or respond to visual cues; stoop, kneel, crouch or crawl; twist and/or bend; reach with hands and arms; perform repetitive motions of hands and wrist; lift, push, pull and/or carry objects up to 50 pounds.
- Frequently exposed to blood or other human bodily fluids; fumes or airborne particles.
- Occasionally required to lift, push, pull and/or carry objects up to 100 pounds; work near or around mechanical moving parts; work in outdoor weather conditions.

“MERC believes that each employee makes a significant contribution to our overall success. That contribution should not be limited by the assigned responsibilities. Therefore, this Classification Description is designed to outline primary duties, qualifications and job scope, but not limit the incumbent or MERC, to just the specific work identified. It is our expectation that each employee will offer his or her services wherever and whenever necessary to ensure the success of our endeavors.”

APPROVED:

MERC General Manager

Date

MERC Human Resources Manager

Date

