



**S A M O A F I R E A N D E M E R G E N C Y
S E R V I C E S A U T H O R I T Y**

Position Description

Position Title	Station Ambulance Officer
Salary	\$34,438.00 (SAT)
Shift Allowance	\$3,276.00
Risk and Safety Allowance	\$800.00
Department	Fire Suppression & Emergency Response (Operations)
Location	Apia Station, Beach Road Tauese, Apia Upolu

Working Relationships

Reports to Station Commander, Assistant Commissioner, Fire Suppression and Emergency Response

Internal relationships Office of the Commissioner, Fire Safety and Awareness, Corporate Services, SFESA staff

External relationships Develop and Maintain effective relationships with the following external - individuals/groups:

- Other Government Ministries
- Other Responding Agencies
- Public & Private Sectors

Position Objectives:

The Ambulance Officer's primary role is to provide patient care in a consistently efficient, effective and professional manner. They are a key member of the Operations Team whose relationships with colleagues and internal and external stakeholders, including external health care professionals, are vital to the effective operation of the team.

Position Duties and Responsibilities:

- Ensure relevant clinical knowledge, skills and qualifications are kept current and a practical knowledge of patient care is maintained and practised; this will be achieved by undertaking regular professional development, participating in the Continuing Clinical Education (CCE) process and attending approved training courses and seminars (clinical, professional and self-development)..
- Ensure professional patient care standards are consistently maintained and appropriate treatment is undertaken, by working within the assigned Authority To Practice level and maintaining an up to date knowledge and use of appropriate equipment to ensure patient safety
- Provide a professional level of service to all patients, colleagues and stakeholders (Internal and external), including patients and their families; ensuring all patient contact is managed with dignity and respect; leading by example and promoting and maintaining good public relations
- Support any response to Mass Casualty Incidents (MCI's), as required; this includes deployment outside of the normal role and responsibilities.
- Effectively assess, report and manage larger scale incidents as required by: coordinating triage, treatment and transportation; assessing and reporting developments to the Clinical Control Centre during the incident.
- Ensure all administrative duties are carried out to a high standard, completing all required forms including Patient Care and incident reports prior to the end of shift; following up all queries and auditing and reconciling daily reports as required.
- Maintain SFESA vehicles to required standards by checking the vehicle/ equipment at the commencement of shift and restocking expendable supplies; reporting maintenance defects immediately as per procedure; conducting appropriate daily checks and cleaning the vehicle at the end of shift.
- Comply with all road rules and ensure the safety of self, passengers and other road users whilst driving SFESA vehicles, undertaking ongoing specialised driver training as required.
- Adhere to all SFESA policies and procedures, with particular emphasis on clinical excellence, quality management, occupational/health and safety, Operational and HR policies and procedures, the Privacy Act, and driving regulations.
- Contribute proactively as a member of the team through putting forward recommendations to enhance service; and attending and actively contributing to appropriate meetings.
- In accordance with organisational policies and procedures, perform other duties as may be required from time to time.

Personal Attributes

- Maintain strict confidentiality in performing duties of the Station Officer;
- Sound leadership and management skills
- Sound knowledge of mandates and legislations guiding the work of the Authority
- Excellent analytical and report writing skills
- Respectful, Honest and trustworthy;
- Possess cultural awareness and sensitivity;
- Flexible, Standby for Emergency Operations where needed
- Demonstrate sound work ethics as Station Officer.
- Demonstrated ability to effectively plan and utilize available resources
- High level of professionalism service
- Advanced knowledge of Pump Operating principles

Education & Qualification

- A relevant health degree from a professional institute or association or has completed relevant EMT Training (*Essential*)

Working Experience

- Experience working in health care field
- Motivates team members to improve performance
- Ability to work well within a team and adapt to a challenging work environment.
- Can work under extreme pressure and unsupervised

Skills and Abilities

- Experience working in health care field
- Ability to work well within a team and adapt to a challenging work environment.
- Can work under extreme pressure and unsupervised
- Excellent Leadership skills and abilities
- Excellent Communication skills both written and verbal in English
- Excellent Decision making skills.
- Excellent Report writing skills
- Multitasking skills
- Advance knowledge in computing reporting programs (Ms Office).