



STRONG CANDIDATE IDENTIFIED

Position	Ambulance Driver
Location	Jamaica Red Cross Headquarters, Central Village, St. Catherine
Reports To	Resource Mobilization Administrator
Work hours	8:30 am – 4:30 pm
Remuneration	TBD
Period of Engagement	March 28 – November 30, 2023

Background

The Jamaica Red Cross is part of the International Federation of Red Cross Crescent and Red Cross Societies. This is the world's largest humanitarian organization, with 192 National Societies. The organization acts before, during and after disasters and health emergencies; in order to meet the needs and improve the lives of the vulnerable people. Our work is guided by the seven fundamental principles Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality and our humanitarian values the people, integrity, partnership, diversity, leadership and innovation, and by Strategy 2020, which voices our collective vision and determination to move forward in tackling the major challenges that confront humanity in the present decade.

The mission of the Red Cross Movement is to improve the lives of vulnerable people by mobilizing the power of humanity.

Candidate Profile

The Jamaica Red Cross Ambulance Unit is seeking an individual with proven experience and skills in driving to undertake duties in the position of Ambulance Driver.

Purpose of the Assignment

The overall objective of the position is to execute tasks as the ambulance driver in the Ambulance Unit in accordance with the outlined objectives and agreement between the Jamaica Red Cross, and the driver. The candidate will carry out various driving related activities. He/she performs various tasks to ensure a prompt response to calls for the ambulance service.

Duties and Responsibilities

- Inspect the ambulance before each shift, checking the fuel, oil, transmission fluid, wiper fluid and coolant and to report any needed repairs
- Complete a mechanical checklist before the start of his/her shift to ensure the ambulance is in working order, and must report any mechanical issues to the Administrator
- Maintain a logbook of driving assignments for each trip to record officially each transport noting patient name, address, travel time, mileage and service performed
- Clean and sanitize the interior of the ambulance
- Accept assignments (emergency and/or events) daily and drive ambulance with necessary medical personnel/EMT to patient or event location
- Ensure proper lifting and handling techniques are applied as per training when moving patients to and from ambulance gurney/stretcher during emergency and non-emergency situations.
- Transport patient to assigned medical facility, help unload and take patient inside facility and to location directed by medical personnel
- Accompany EMTs on emergency calls/events to transport patients to hospitals when assigned to do so
- Report accident to police and complete accident report form at the office
- Maintain a professional, pleasant, and polite demeanour to all contacts while on duty.
- Check the first aid and medical supplies inventory levels before each shift and ensure the ambulance is well-stocked.
- Sanitizing the ambulance and safely disposing of any medical waste and soiled linens
- Attend Unit meetings and educational/training sessions.
- Any other duties as assigned by the Administrator

Duties applicable to all staff

1.	Actively work towards the achievement of the Jamaica Red Cross goals
2.	Abide by and work in accordance with the Red Cross principles
3.	Perform any other work-related duties and responsibilities that may be assigned by the line manager

Required Skills:

- Good defensive driving skills to ensure safety of personnel and patients.
- Demonstrated knowledge operating wheel chairs, gurneys etc
- Possess excellent communication skills and the ability to keep calm under pressure.
- Strong physical stamina and ability to lift the patients.
- Ability to work for long periods of time and on weekends as well.
- Must be able to deal with diverse groups of people
- Must be willing to participate in relevant trainings

Education and Experience:

- At least 3 CXC subjects or equivalent qualifications
- At least 2 years of experience operating an ambulance is preferable
- CPR certification
- First-aid certification
- Valid driver's license – General
- Willingness to participate in on-the-job training

Reporting Arrangements & Place of Work

Position	Ambulance Driver
Location	Jamaica Red Cross - NHQ
Reports to	Resource Mobilization Administrator
Work Hours	Monday – Friday; 8:30am -4:30pm (40 hrs./week)
Remuneration	TBD
Period of Engagement	8 months (Full-Time)
It is anticipated that the candidate will commence duties on March 28, 2023	

The Ambulance Driver will work from the Jamaica Red Cross' National Headquarters in Central Village, St. Catherine and will also be required to undertake administrative duties as required throughout the duration of his/her contract.

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