



**Position: Event Nurse/EMT**

**Department: Operations**

**Reports to: Guest Services Manager**

**FLSA Status: Part-time, Hourly, Non-Exempt**

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**Summary:**

ASM Global, the leader in privately managed public assembly facilities, has an excellent and immediate opening for **Event Nurse/EMT** at the **Peoria Civic Center**. The Event Nurse/EMT responds to medical issues and emergency/triage situations during events.

**Essential Duties and Responsibilities:**

- Responds to all requests for medical assistance within the Peoria Civic Center facility.
- Assesses those individuals in need of assistance to determine appropriate treatment.
- Initiates basic life support and emergency first aid.
- Establishes a triage station in the case of multiple individuals injured or ill.
- Notifies Building Security, Guest Services Manager, and/or Director/Manager on Duty of any incidents as appropriate.
- Completes all incident forms and other documents.
- Remains in constant contact via radio while on duty.
- Inventories medical supplies and notifies Security Manager and/or Guest Services Manager of any deficiencies or additional needs.
- Transports adequate first aid supplies and wheelchair when responding to calls for medical assistance to the incident site.
- Other duties as assigned.

**Supervisory Responsibilities:**

No direct reports for this position.

**Minimum Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and / or Experience:**

- Must maintain current Illinois Registered Professional Nurse license.
- Maintain yearly continuing education contact hours.

- Current CPR card.
- Ability to function in emergency/triage situations in a professional manner.
- Professional communication and interpersonal skills.
- Maintain individual malpractice liability insurance.

As a condition of employment, the medical professional shall provide and maintain during the course of employment, medical professional liability insurance providing defense and indemnity for their negligent acts, errors or omissions in rendering professional medical services for patrons, guests, employees, contractors and subcontractors of the Peoria Civic Center with the minimum primary limits and coverages as follows:

- Professional Liability: \$1M/claim, \$3M/aggregate.
- Good Samaritan Liability
- Personal Injury Liability
- Malpractice Liability
- Contractual Liability
- Coverage Extensions: Defendant Expense Benefits; Deposition Representation; Assault; Medical Payments; First Aid; Damage to Property of Others.

If any insurance policy required to be purchased as a condition of employment is subject to a deductible or similar provision limiting or reducing coverage, the deductible shall be paid by the Medical Professional.

Coverage shall be retroactive to the earlier of the first date of employment. Said insurance shall be maintained for the period of three years after the last date of employment and shall include the Peoria Civic Center Authority and ASM Global as additional insureds for vicarious liability.

During the term of employment and after termination said insurance shall be maintained with the same insurance carrier or if there is a change in an insurance carrier, no limitation of prior acts shall apply.

The insurance coverages herein are not intended to preclude the Medical Professional from obtaining, at their own expense, other coverage and higher limits where required by law or as required by the Medical Professional's other employment.

All insurance policies outlined above shall be maintained with insurance companies licensed to do business in Illinois and shall have a policyholder's rating of "A+", "A", or "A-" and a financial size rating of VII or higher in the most current Best's Key Rating Guide.

All certificates of insurance shall be filed with ASM Global and the Peoria Civic Center Authority and shall be subject to their review and approval. The required proof should be provided on an Accord Certificate Form and the certificate shall provide 30 days' notice to ASM Global and the Peoria Civic Center Authority of any cancellation or material change in terms and conditions.

Such certificate must evidence the inclusion of the Additional Insureds. Any applicable deductible amounts shall also be stated on such certificate. Certificates of Insurance should be sent to:

Human Resources Manager  
Peoria Civic Center  
201 SW Jefferson Ave.  
Peoria, IL 61602

Failure of ASM Global or the Peoria Civic Center Authority to secure any such certificate of insurance or copies of endorsements from the Medical Professional shall not relieve the Medical Professional from the responsibility to provide all applicable required insurance coverages.

It is understood and agreed that authorization is hereby granted to ASM Global to deny access to work at the Peoria Civic Center, or withhold payments until properly executed Certificates of Insurance providing insurance as required herein are received.

Additionally, certificates of insurance are to be provided annually as evidence thereof of the professional liability insurance coverage required. In the event that, during the period of employment or thereafter, available coverage limits as required may be reduced as a result of defense or indemnity due to claims made against the aggregate limit of insurance arising from this or other employment, the Medical Professional must advise ASM Global and the Peoria Civic Center Authority of the reduction in coverage within 30 days of being made aware of such reduction, and prior to the next scheduled date of work at the Peoria Civic Center.

Notification of a reduction in employment limits should be sent to:

Human Resources Manager  
Peoria Civic Center  
201 SW Jefferson Ave.  
Peoria, IL 61602

**Skill and Abilities:**

- Excellent organizational and planning skills
- Professional communication and interpersonal skills, written and verbal.

**Computer Skills:**

- Ability to use an electronic timeclock and/or mobile device to log hours worked.

**Other Qualifications:**

- Must have reliable transportation.

- Ability to work a flexible schedule according to the needs of the business, including evenings, weekends, and holidays as needed.

**Working Conditions and Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to move around the facility; to stand for long hours during events; talk and hear. Lifting of up to 25 lbs. frequently, and up to 50 lbs. infrequently. This position may require work inside or outside of the building, as needed by events.

**To Apply:**

Apply via Indeed.com or the [ASM Global Career Portal](#).

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The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

ASM Global is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.

Applicants who need reasonable accommodations to complete the application process may contact Human Resources at the Peoria Civic Center at [mjohnson@asmpeoria.com](mailto:mjohnson@asmpeoria.com).