



# Central Emergency Communications now hiring 911 Dispatchers

We are looking for reliable 911 Dispatchers to act as a communication point for emergency and non-emergency calls. You will answer 911 calls requesting police, fire, or EMS. The ideal candidate must be primarily an excellent communicator and able to remain calm and composed, especially in emergency situations. You must be able to multi-task as well as take the appropriate action with little supervision. The goal is to enable different parties to communicate well by ensuring the accurate and timely transmission of information.

## Responsibilities

- Receive emergency and non-emergency calls and record significant information
- Address problems and requests by transmitting information or providing solutions
- Prioritize calls according to urgency and importance
- Use radio, phone or computer to send crews, vehicles or other field units to appropriate locations
- Monitor the route and status of field units to coordinate and prioritize their schedule
- Provide field units with information relating to emergent and non-emergent situations
- Enter data in computer system and maintain logs and records of calls, activities and other information

## Benefits:

- 401(k) with match
- Blue Cross Blue Shield Health, Dental and Vision insurance
- Employee assistance program
- Disability insurance
- Life insurance
- Paid time off

## Experience:

- 911 dispatch: 1 year (preferred)

## How to apply

**In Person:** Our recruitment team is available at 1234 E Sibley Blvd Dolton, IL during normal business hours. Or call (708) 849-0945 and ask for Human Resources.

**Online:** <http://www.budsambulance.net/careers.html> | or message us on Facebook