

JOB DESCRIPTION

JOB TITLE: PARAMEDIC

DEPARTMENT: EMERGENCY MEDICAL SERVICES

DIVISION: ADMINISTRATION

REPORTS TO: EMS DIRECTOR

SALARY: EOE (*BASED ON 2,912 ANNUAL HOURS)

REVISED: March 10, 2010

NON-EXEMPT

POSITION SUMMARY:

This is specialized work in the protection of life through emergency services to the citizens and visitors of Gulf County. Day-to-day functions depend on the quick reaction and competent care to citizens. An employee in this position is responsible for Basic Life Support (BLS) and Advanced Life Support (ALS) of others. Work is performed under the general supervision of a Shift Supervisor with considerable independence requiring discretion, sound judgment, and initiative while being committed to organizational values and providing on-target customer service and positive community relations.

REPRESENTATIVE DUTIES / ASSIGNMENTS include the following. Other duties may be assigned.

(Note: Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, integrity, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically).

- Responds to emergencies and performs basic and advanced life support functions.
- Performs emergency medical services on persons injured or ill according to National, State, and Departmental guidelines.
- Documents patient's care according to specific policies. Demonstrates awareness of legal issues, patient rights, and compliance with the standards of regulatory and accrediting agencies.

- Transports patients to emergency medical facility, reports observations and actions to emergency medical staff, and may provide additional emergency treatment.
- Replaces used supplies and checks equipment after transport, decontaminates the interior emergency vehicle, if patient had a contagious disease, and immediately reports case to the proper authorities.
- Provides extensive pre-hospital care such as administer drugs orally, and intravenously, interpret electrocardiograms (EKGs); perform endotracheal intubation, and use monitors and other complex equipment.
- Provides patient care at the scene of emergencies and in route to medical facility. Assess a patient's condition and manage respiratory, cardiac, and trauma emergencies.
- Performs routine inspections of personal safety equipment in order to ensure equipment is in optimum condition and promptly notifies superiors of deficiencies.
- Attends classroom training sessions in order to continuously update knowledge and skills required for effective work performance.
- Communicates and interacts with co-workers and/or the public either collectively or on a person to person level to receive emergency instructions or relay emergency information.
- Participates in Public Relations activities such as school demonstrations, safety demonstrations, etc., to promote the image of the Department as a public safety provider in the community.
- Performs clean-up and janitorial duties in stations to maintain a clean working and living environment.
- Operates emergency vehicles as required.
- Performs other duties, as assigned, or as may be necessary.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of medical terminology and pharmacology.
- Knowledge of HIPPA regulations.
- Knowledge of current Gulf County EMS Protocols.
- Skill in the application of emergency medical service techniques.
- Skill in oral communications for one-on-one and group situations.
- Skill in preparing written reports.
- Skill in the treatment of traumatic injury.
- Skill in intravenous therapy.
- Ability to perform airway management.
- Ability to remain calm and interact effectively with members of the public under stressful situations.
- Ability to access, input, and retrieve information from a computer.

ESSENTIAL PHYSICAL SKILLS:

May be required to bend/stoop, reach above shoulder level, kneel, balance, push, pull, crouch, squat, lift and carry 125 pounds. Ability to communicate effectively using speaking, hearing, writing, and vision skills. Ability to stand for a prolonged period of time.

MINIMUM QUALIFICATIONS:

The knowledge, skills, and abilities listed above may be acquired through different types of education, training, and experience. An example of a typical way to acquire the qualifying knowledge and ability is listed below.

- High school graduation or equivalent. Must be at least 18 years of age.
- Must possess and maintain a State of Florida class E driver's license upon the application date and continuing as a requirement of employment.
- Must possess and maintain a current State of Florida paramedic certification as a requirement of employment.
- Must meet the qualification process to operate as a paramedic in Gulf County to include being qualified by the Gulf County Medical Director within 60 days of employment.
- Must meet the County background, medical screenings, and eligibility standards guidelines.
- All Gulf County EMS personnel are required to maintain a level of physical fitness consistent with their job assignment.

PROFESSIONAL EXPERIENCE

- Graduation from an accredited Paramedic Program with a valid State of Florida Paramedic License.
- Current certification by the American Heart Association, American Red Cross or American Safety and Health Institute in BLS (CPR) and ACLS.
- Preference will be given to candidates that reside locally and are available for backup and on call shifts.