



Pella Community Ambulance

EMT – Paramedic

Job Description

Summary Description

Under the general supervision of the Director, provides a high standard of patient care in both the emergent and non-emergent setting. Provides medical care, health training, and safety education to the community.

Routine Job Duties/Responsibilities

- Provides emergency advanced medical treatment according to the Standard Operating Procedures approved by the Medical Director. Provides accurate medical documentation of all emergency medical treatment provided.
- Provides public safety/education.
- May be assigned various administrative duties, including: inventory and ordering of drugs; inventory and ordering of supplies; maintaining Standard Operating Procedures and Protocols; oversight of maintenance of radios and vehicles.
- Provides stand-by EMS service at events.
- May provide EMS services for specialized units, such as Bike Team/First Responder Unit, Confined Space Rescue and Surface Ice Rescue.
- Perform and assist with in-house training/education
- Performs other duties and responsibilities as assigned.

Job Standards

Education/Experience:

- High School Diploma or GED plus Paramedic /National Intermediate Training
- 1-3 years of clinical experience in emergency care
- Associates Degree – preferred
- Successful completion of Department orientation within three months of employment

Skills:

- Ability to handle confidential information in a sensitive manner
- Ability to take initiative
- Effective oral and written communication skills
- Excellent interpersonal communication skills
- Ability to work efficiently and safely with little direct supervision
- Problem-solving ability
- Accurate mathematical skills
- Ability to concentrate in a diverse work setting
- Sound judgment and decision-making abilities
- Ability to perform invasive advanced medical procedures in stressful situations
- Ability to maintain self control in stressful situations

Knowledge:

- Blood-borne pathogens
- General knowledge of office equipment, including telephone, facsimile, photo copier, calculator, and shredder
- General knowledge of tools and equipment, including electronic equipment, emergency equipment, medical equipment, fire equipment, and hand/power tools
- Proficiency with PCs and computer software and applications (e.g. Microsoft Office)
- HIPAA

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Licenses:

- Emergency Medical Technician – Paramedic State certification – Required
- Advanced Cardiac Life Support – Required
- Basic Life Support Certification – Required
- Driver’s License – Chauffer Class D – Required
- Insurability with satisfactory driving record – Required
- Emergency Vehicle Operator Endorsement – Preferred*
- CPR Instructor preferred – Preferred*
- Pediatric Advanced Life Support – Preferred*
- Advanced Medical Life Support – Preferred*
- Pre-Hospital Trauma Life Support – Preferred*
- * Expected to be completed within the probationary period/or extended at discretion of the director

Physical Requirements:

- Long periods of sitting
- Ability to lift, carry, push, and pull greater than 100 pounds
- Excellent speaking and listening skills
- Frequent near and far sight acuity, depth perception, color vision, field of vision, concentration, judgment, and writing ability
- Intermittent climbing, walking, balancing, stooping, kneeling, crouching, crawling, reaching, handling, dexterity, feeling, and smelling
- Moderate exposure to weather, extreme heat/cold, wet and/or humid conditions, noise intensity level, darkness/poor lighting, moving mechanical parts/hazards, confined spaces, exposed places, dirt/dust, odors, and other environmental conditions
- Use of appropriate BSI
- A physical exam including drug screen, medical physical and back x-ray

Safety Hazards:

- Exposure to violent behavior
- Traffic hazards
- Electrical and fire hazards
- Communicable diseases
- Extreme weather conditions

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The employer has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

Approval: March 18, 2004