**Job Title:** EMS Community Paramedic

**Department:** Emergency Medical Service

**Reports To:** EMS Manager

**FLSA Status:** Non-exempt, Full time

**GENERAL STATEMENT OF DUTIES:** Provides primary care and/or advanced life support, including medical evaluation, treatment and stabilization of the critically ill and injured with the goal of reducing morbidity. Supports existing health services; provides integrated health services in partnership with other health professionals; extends access to health services delivery in underserved and general populations, including primary care, public health, disease management, prevention and wellness, mental health, and dental health; and performs other duties as required. The position is located in the Tri-County Healthcare Emergency Medical Service (EMS) department.

**PRIMARY JOB RESPONSIBILITIES:**

* Performs all Primary Job Responsibilities listed for Paramedic;
* Examines, screens, treats and coordinates health services for patients;
* Conducts post-hospital release follow-up care including, but not limited to, monitoring medication, dressing changes, and checking vital signs;
* Observes, records, and reports to physician, patient’s conditions and reactions to drugs, treatments, and significant incidents;
* Conducts patient education, including diabetes prevention/treatment, hypertension, Congestive Heart Failure (CHF), Chronic Obstructive Pulmonary Disease (COPD), falls assessment, injury evaluation, geriatric frailty visits, and nutrition;
* Administers patient care consistent with department protocols and physician orders;
* Coordinates appointments and follow-up with physicians and hospitals;
* Develops and completes appropriate reports and templates for the Community Paramedic Program; and
* Attends meetings as requested and available.

**ADDITIONAL EXAMPLES OF WORK PERFORMED:**

* Cleans and maintains (minor maintenance) vehicles;
* Cleans and maintains living quarters;
* Maintains records of vehicles, supplies, training and daily work; and
* Performs other related duties as assigned.

**JOB SPECIFICATIONS:**

* All Paramedic job specifications apply;
* Minnesota licensed paramedic preferred with at least two years’ EMS experience
* Successful completion of the Community Paramedic class and clinical portion;
* Current certifications in Basic Life Support Cardio Pulmonary Resuscitation (CPR), Pediatric, Advanced Life Support (PALS), Advanced Cardiac Life Support (ACLS) and Prehospital Trauma Life Support (PHTLS).

**COMPUTER SKILLS**

Moderate word processing, database, presentation and spreadsheet skills required.

Basic Email and internet skills required. Ability to learn specific job related software applications.

**LANGUAGE SKILLS**

Ability to effectively speak and present information before groups of customers, employees, and/or boards of directors of the organization. Ability to read and interpret a variety of documents and instructions such as safety rules, operating and maintenance instructions, and procedure manuals furnished in written, oral, diagram, or schedule form. Ability to write routine reports and correspondence. Ability to read, analyze, and interpret common scientific and technical journals. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to read and interpret documents such as protocols, physician orders, safety rules, operating and maintenance instructions procedure manuals;

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals and use these functions to perform and instruct others on performance of medication calculations. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to define problems, collect data, establish facts, and draws valid conclusions. Ability to deal with several abstract and concrete variables in problem solving. Ability to prioritize tasks and deadlines and apply critical thinking skills to address conflicting priorities. Ability to interpret electrocardiogram (EKG) charts. Ability to practice sound decision-making skills

**INTERPERSONAL**

Demonstrates effective leadership, human resource development, customer service, and project management skills. Demonstrates ability to assume responsibility without direct supervision, exercise initiative and judgment, and make decisions within the scope of assigned authority. Demonstrate ability to communicate and work effectively with others and to maintain confidentiality.

**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 sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand and walk. The employee must occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, and peripheral vision, and ability to adjust focus. Employee may be required to drive fleet vehicle long and short distances.

**IMPACT OF ACTIONS:**

Errors in work cause some expense and inconvenience. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

**OTHER REQUIREMENTS:**

* Must maintain a high degree of academic and practical knowledge in emergency paramedicine, and must attend sufficient continuing education classes, courses and seminars both on and off duty to maintain annual paramedic certification, as required by the State of Minnesota;
* Must possess and maintain a valid Minnesota driver’s license;
* This position has been designated safety sensitive and therefore the incumbent is subject to random drug testing.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

* The incumbent is required to operate emergency medical vehicles, move medical equipment and extract injured persons from a wide variety of situations involving vehicular, industrial and residential accidents, injuries or illness;
* At times the work requires movement over various types of terrain, (hilly, steep, rocky, rough, and/or wet/slippery surfaces);
* Most work is performed in private homes, vehicle, and/or office setting;
* The incumbent must see, hear and communicate with the patient in order to perform a physical assessment of the patient;
* Must be able to lift, carry, push, and/or pull up to 125 pounds (250 pounds with assistance)
* Frequent exposure to physically and/or emotionally stressful situations;
* Works 48 hours per week split evenly between community paramedicine and standard paramedic shifts.

**MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description

**DISCLAIMER:**

To perform this job successfully, an individual must be able to perform the primary job responsibilities satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description

is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.