

Hampshire County Emergency Services

Paramedic

Job Description

Introduction:

This position is located in Hampshire County, WV. The incumbent reports directly to the Director of the Emergency Services Agency who in turn reports to the Hampshire County EMS Advisory Board. The incumbent of this position will perform the duties of field paramedic, providing emergency medical care at the Advanced Life Support (ALS) level to Hampshire County and surrounding areas, and will supervise the efforts of emergency medical technicians (EMTs) and emergency medical vehicle operators (EMVOs) assigned to his or her shift. The incumbent will also be responsible for additional administrative and managerial duties, such as supply, training, or personnel, as required to assist the Director in effective and efficient management of the Hampshire County Emergency Services Agency (HCESA).

Summary of Duties:

Responsible for responding to medical emergencies in Hampshire County and, via mutual aid agreements, to surrounding areas. Provides pre-hospital medical care at the scene of medical emergencies and in transport to the hospital.

Directly supervises HCESA EMTs and EMVOs assigned to his or her shift in the performance of their operational and administrative duties. Coaches, counsels, and mentors subordinates. Provides semi-annual performance feedback and annual performance evaluations for subordinates.

Ensures effective coordination of operations on emergency scenes. Cooperates with other emergency services, such as volunteer rescue squads, fire departments, and/or law enforcement to maximize effectiveness and efficiency of emergency operations.

Assists the Director in running the day-to-day operations and administration of the HCESA. May be assigned as an additional duty responsibility for managerial functions such as supply, training, or personnel. Duties may include but not be limited to assisting with:

- Planning, organizing, coordinating, and evaluating HCESA operations and mission performance
- Conducting training and supervision of staff to insure delivery of consistent high-quality care
- Drafting written protocols, policies, and procedures;
- Organizing, coordinating, and evaluating all functions of the ambulance service;
- Representing the department and county at local and regional meetings;
- Preparing and managing the budget;
- Preparing and presenting regular reports to the Hampshire County EMS Advisory Board;
- Managing maintenance of vehicles, equipment, and facilities.

Supervision Received:

Works under the supervision of the Director of the Emergency Services Agency.

Supervision Exercised:

Directly supervises the operations of HCESA personnel assigned to his or her shift.

Essential Duties and Responsibilities:

- Ensure patient and employee safety in all areas of operations
- Respond to calls involving emergency medical, fire, and hazmat incidents; and may have command and control responsibilities; respond to nonemergency calls to assist the public and other response agencies; take appropriate action to minimize the loss of life and property.
- Provide emergency medical care to patients in accordance with employee's education, training, authorized scope of practice, and state and local protocols
- Assist the Director with staff issues to include disciplining and coaching of employees, encouraging continuing education and professional development; providing work-related training
- Make recommendations to the Director for purchase or acquisition of ambulances, supplies and equipment
- Provide public relation information and training to the citizens of Hampshire County
- Recommend new or updated policies and procedures
- Recommend new or updated protocols, working closely with the Director, Medical Director and medical staff
- Ensure all applicable protocols, policies, and procedures are followed by subordinates
- Ensure the integrity of the security and accountability system for controlled substances, other drugs and equipment used by EMS staff
- Perform mid-year feedback and yearly evaluations for assigned subordinates
- Provide training and mentoring for new employees in the areas of essential duties and responsibilities as outlined in their position job description
- Provide and participate in on-going education, training and mentoring of EMS staff
- For basic life support (BLS) calls handled by assigned subordinates, review patient reports and billing forms to ensure adequate and accurate documentation of services
- Maintain patient confidentiality and comply with HIPAA laws and regulations
- Maintain up-to-date knowledge of federal and state laws, rules, and regulations related to all aspects of EMS
- Provide input to the Director on the annual budget
- Ensure all licenses, certifications, and documents are current and in place
- Maintain certifications, skills, and knowledge needed to function at the paramedic level
- Represent the Director and HCESA in a variety of local, county, state, and other meetings

- Maintain positive working relationships with local and surrounding hospital physicians and staff, law enforcement, public works, fire, volunteer agencies, and other agencies as deemed necessary
- Maintain station facilities, ambulances, and equipment by performing light and heavy general cleaning, and maintenance.
- Maintain knowledge of county geography, streets, roads, and buildings.
- Other duties as assigned.

Qualifications:

- Required
 - Current West Virginia paramedic certification
 - BLS for Healthcare Providers
 - EVOC
 - Hazardous Materials Awareness
 - Current driver's license
- Highly desired
 - Volunteer emergency services experience
 - Associate's Degree or higher in EMS or related field (four semesters/eight quarters of course work toward a bachelor's degree will be considered equivalent to an associate's)
 - ACLS, AMLS, ITLS or PHTLS, PALS or PEPP
 - EMS Instructor certification (ALS and/or BLS)
 - BLS (CPR) Instructor
 - Hazardous Materials Operations
 - Rescue Core Prerequisites or equivalent Awareness level certification in rescue disciplines listed below.
 - ICS-100, -200, -700 and -800, or complete within first year
- Desired
 - Bachelor's Degree or higher
 - Prior supervisory experience
 - Vehicle & Machinery Rescue Operations or higher
 - Rope Rescue Operations or higher
 - Swift and Surface Water Rescue Operations or higher
 - Confined Space Rescue Operations or higher
 - Class 3 Interfacility Transport (C3IFT) certification or higher

Special Requirements:

- Must be eighteen (18) years of age or older at the time of hire
- Must have no felony convictions or disqualifying criminal history within the past seven years
- Ability to read, write and speak the English language
- Must be a U.S. Citizen or otherwise legally allowed to work in the United States

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. The work is performed while intermittently sitting, standing, walking, bending, crouching, kneeling, climbing and descending stairs, balancing, stooping and reaching. The work is often performed while wearing personal protective equipment (PPE) and could be while carrying additional equipment. The ability to use hands to operate objects, tools or controls is necessary. The employee will lift light and heavy objects including patients and equipment. The employee is required to be able to lift a 200 lb. patient with assistance from another partner. The employee must be able to access, assess, and treat patients in various entrapment situations, such as in a motor vehicle crash, down a steep slope, or in a confined space. A high degree of dexterity is necessary. The employee must also be able to perform high-quality CPR on an adult patient in accordance with American Heart Association standards for two minutes, uninterrupted. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work is typically performed in an office, stockroom, outdoors and at the scene of emergency incidents. The employee may be exposed to fire, smoke, noise, dust, dirt, grease, machinery with moving parts, contagious or infectious disease or pathogens, irritating chemicals, and occasional hot, cold, or inclement weather. The work requires the use of protective devices such as helmets, masks, goggles, gloves and all protective clothing associated with EMS operations.

Selection Guidelines:

Formal applications; rating of education and experience; oral interview; reference checks; background checks; drug screening; and pre-employment medical examination may be required. NOTE: Appointees will be subject to completion of a standard probationary period. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of a specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment of the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job changes.