

# YANKTON COUNTY

## JOB DESCRIPTION

<b>POSITION TITLE:</b>	Paramedic (Full or Part Time)
<b>Department:</b>	Ambulance
<b>Reports to:</b>	Ambulance Administrator
<b>FLSA Status:</b>	Non-exempt
<b>Grade:</b>	FT- Grade 4 PT – Part time set rate.
<b>Probationary Period:</b>	180 Days

### Position Description

- Responds to emergency and non-emergency pre-hospital calls calmly, efficiently, promptly and safely.

### Key Responsibilities (may not include all of the functions performed)

- Provides basic and advanced life support to patients in the pre-hospital setting at the paramedic level within the YCEMS Treatment and Operational Guidelines, while under direct or indirect supervision of the Ambulance Administrator, Senior Paramedic or Medical Director
- Maintains a thorough knowledge of YCEMS Treatment and Operational Guidelines.
- Extricating victims of accidents, sudden illness or entrapment using proper resource and medical techniques.
- Assures that the ambulances, equipment and medical supplies are clean, stocked and in good working condition at all times, reporting any problems or needs to senior paramedic or administrator.
- Completes run reports (PCR), related paperwork and obtains needed billing information in a competent and timely manner.
- Maintains confidentiality of patients, their care, insurance, and past medical history at all times.
- Must be courteous, helpful, dignified and professional at all times when dealing with patients, co-workers, supervisors, first responders, other healthcare professionals and public.
- Is a team player, as EMS is a team effort, and providers must provide necessary assistance to ensure system sanitation, readiness and adherence to quality assurance standards.
- Follows safe practices in all work activities to avoid injury and accidents.
- Maintains the skills needed to function proficiently to the level of certification.
- Assure that all certifications, licenses, training requirements, and registrations are up-to-date.

### Supervisory Responsibilities

- Provides leadership, coaching, training as necessary for appropriate and safe department operations and patient care.
- Supervises and provides a valuable educational experience for all ride-a-longs, i.e. new employees, students and observers.

## **Qualifications**

### **Required Knowledge, Skills and Abilities**

- Conducts self as a positive and professional role model.
- Strong leadership and team work skills.
- Maintain knowledge of all Department patient care, operational guidelines and HIPPA Policies and procedures.
- Ability to follow written and verbal requests.
- Effective oral and written communication skills.

### **Education**

- High School Diploma or equivalent (GED)
- Current National Registry of EMT Paramedic Certificate & South Dakota ALS License.
- Current AHA BLS CPR & ACLS Certifications.
- AHA PALS Certification or equivalent.
- Current BTLS or PHTLS Certification, recommended.
- NIMS 100, 200, 700, 800

### **Experience**

- Entry level position, or
- Experienced providers.

### **Other Requirements**

- Ability to successfully complete a pre-employment physical examination, if required.
- Ability to successfully pass criminal background check, if required.
- Must have a valid Driver's License, a good driving record and the ability to complete any other driving training and/or license requirements associated with operating an emergency vehicle.
- Ability to work days, nights, weekends and holidays.
- Is flexible as emergency services operate on a 24-hour clock; assigned worked shift schedule may vary and the employee should be available and ready to respond immediately for all calls during the assigned work period.
- Maintain a thorough working knowledge of local geography, which includes maps, streets, grid book system, and tablet mapping.
- Maintain a thorough working knowledge of applicable current standards of care, including equipment functions and uses.
- Participates in community education projects and EMS related Public Relation Standbys.
- Performs other duties and responsibilities as assigned

**OR** – Any equivalent combination of education and experience as is acceptable to the hiring authority and state statutes (if applicable)

**Physical Requirements**

In a regular workday, employee may be required to:

	<b>Rarely 0-5%</b>	<b>Occasionally 6-20%</b>	<b>Frequently 21-50%</b>	<b>Regularly 51-80%</b>
Lift < 25 lbs				X
Lift 25-50 lbs			X	
Lift > 50 lbs		X		
Standing/Walking/Running on all types of services, terrain & weather <ul style="list-style-type: none"> <li>• Standing</li> <li>• Walking</li> <li>• Running</li> </ul>	X		X X	
Sitting – In ambulance or at desk completing paperwork.				X
Bending/Stooping – Actions maybe prolonged & last up to 60 min			X	
Pushing or pulling			X	
Reaching overhead		X		
Kneeling or crouching Actions maybe prolonged & last up to 30 min			X	
Climbing/Balance Such as stairs while carrying equipment or patients.		X		
Gripping & Grasping From 30lbs and above				Continuously

Hazards:

The provider may be exposed to many different hazards when responding to scenes and emergencies. These hazards include, but are not limited to: dust, fumes, gases, fire, smoke, chemicals, and adverse and inclement weather conditions. During a shift, there is a potential for bodily harm or death from different factors including but not limited to: violent patients, bystanders, traffic, dangerous working conditions, and adverse and inclement weather conditions. At all times the provider will be expected to follow all YCEMS guidelines concerning scene safety, as well as the prevention of contamination and exposures to bloodborne and airborne pathogens and other possible hazards.

**Certification**

I hereby certify that I have read and accept the duties and obligations associated with this paramedic position.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date