

CLARK COUNTY AMBULANCE SERVICE

EMT-Paramedic

JOB DESCRIPTION

Job Title: EMT-Paramedic (Full time or Part-time)
Department: Ambulance Service
Reports To: Ambulance Director
Location: 100 South Cloud Street. Clark SD
FLSA Status: Non-exempt
Updated: August 2022

FILED

AUG 15 2022

Christine Sabor

POSITION OBJECTIVE:

Serving as a Paramedic, the employee provides pre-hospital emergency medical care and as well as medical care on interagency transfers. Performs necessary daily functions (i.e. rig checks) and completes all required call reporting. Provides office administrative support (i.e. copying, filing, etc.) when not on runs.

EXAMPLES OF ESSENTIAL DUTIES:

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily within their level of training.

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **Duties may include, but are not limited to the following:**

- Serve as a Paramedic, providing emergency medical care for dispatched 9-1-1 medical and trauma calls in accordance with adopted Medical Protocols and the State adopted scope of practice.
- Provide BLS and ALS medical services and monitoring on inter-agency transfers in accordance with adopted Medical Protocols and the State adopted scope of practice.
- Safely drive ambulance in all weather conditions as well as in high-stress, emergency transport situations.
- Respond to dispatch pages for stand-by coverage as personal availability allows.
- Write accurate and detailed reports.
- Ensure that reports contain all necessary documentation required for billing and liability (i.e. signatures, ABNs, etc.)
- Perform Blood Draws for Law Informant as needed.
- Conform to policies, regulations and procedures;
- Provides office administrative support (i.e. copying, filing, running errands, getting prices quotes, etc.) when not on runs;
- Responds to monthly scheduling requests promptly and ensures coverage if swapping shifts;
- Assist with training presentations (both for in house staff and for students) – could include group presentations or one-on-one practical work;
- Assist with fundraising and community outreach initiatives (i.e. EMS Week)

Other duties and responsibilities:

- Attend continuing education and refresher training programs as required by City, State or other licensing /certifying agency or organization;
- Ensure that training requirements are met and documented for re-certification (responsibility of employee to obtain and get copies to Compliance Officer);
- Represent the department while on shift on city-wide and inter-agency committees and other cooperative programs.
- Maintain close liaison with fire, law enforcement and other officials of neighboring public jurisdictions and with officials of State and Federal agencies.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

General (Education and/or Experiences):

- Must be currently licensed as an EMS provider by the State of South Dakota
- Must have successfully passed the National Registry Exam
- Must have completed at a minimum the Paramedic training and have up-to-date certification
- Must possess High School Diploma (or GED)
- Must be eighteen (18) years of age
- Preference given to 2 – 3 years prior experience as certified EMT

Knowledge, Skills and Abilities:

- Must possess mental alertness and comprehension involved in carrying out essential duties.
- Ability to remain calm and cooperative in difficult or emergency situations
- Able to develop patient rapport, interview hostile patients, maintain safe distance, and recognize and utilize communication unique to diverse multicultural groups and ages within those groups
- Able to remain calm while working in difficult and/or stressful circumstances
- Strong verbal, written communications, and interpersonal skills
- High capability to focus on task(s) at hand
- Able to process and filter data and perceptions to provide quality care
- Possess the technical skills and advanced knowledge to assess, evaluate, and treat critically injured or ill
- Must be goal-oriented and value teamwork
- Can accept changing duties – flexibility to meet the demands of the ever-changing emergency scene is imperative
- Must be able to perform a variety of tasks in a high-stress, time-sensitive time frame
- Good judgment under pressure or stress
- Able to effectively handle stress (professionally as well as personally)

Required Certifications / Licensing:

- At a minimum be certified as a Paramedic by the state of South Dakota
- Valid South Dakota driver's license with at least three years of acceptable driving record

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 as listed above. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Exerting and lifting 100 pounds of force occasionally
- Frequent lifting of 50-80 pounds
- Negligible amount of force constantly to move objects
- Frequently stand, sit, bend, stoop, kneel, crouch, twist, crawl and squat
- Frequently required to reach with hands and arms
- Frequently required to use hands to finger, handle and feel – fine motor skills to operate medical equipment.
- Vision requirements include close vision, distant vision, peripheral vision, color vision, night vision, and depth perception
- Frequently must talk and hear even in environments with high degree of background noise (i.e. highway)
- Constant utilization of telephone, radio dispatch, and/or pager for coordination of prompt emergency services
- Frequently required to sit in vehicle for 2 to 3 hours without break
- Always able to safely operate a motor vehicle
- Must be able to work in inclement weather conditions and other varied work conditions pertinent to emergency scenes
- Must be able to work in indoor, outdoor and/or undeveloped (natural) work environments; Outdoor environments can include all types of inclement weather, unstable footing, etc.

The work is not only physically strenuous, but also stressful. It can involve life-or-death situations and suffering patients.

EMS Staff may risk noise-induced hearing loss from sirens. EMS staff may risk back injuries from lifting patients. EMS staff may be exposed to diseases such as Hepatitis-B and HIV/AIDS. EMS staff may be exposed to violence from drug overdose victims and/or mentally unstable patients.

Other:

- Because emergency services function twenty-four (24) hours a day, Paramedics will have irregular working hours.
- Must be able to work (as scheduled) mornings, nights, evenings, weekends, etc. as well as Twenty-Four (24) hour shifts,
- May be subject to emergency call-in

RELATIONSHIPS:

The position shall be supervised by the Ambulance Director. On call, the Paramedic oversees the medical care of the patient and instructs the EMT as required.

CLARK COUNTY AMBULANCE SERVICE

EMR - EMT-Basic JOB DESCRIPTION

Job Title: EMT-Basic (Full time or Part-time)
Department: Ambulance Service
Reports To: Ambulance Director
Location: 100 South Cloud Street Clark
FLSA Status: Non-exempt
Updated: August 2022

FILED

AUG 15 2022

Christine Jarboe

POSITION OBJECTIVE:

Serving as an EMT the employee provides pre-hospital emergency medical care and as well as medical care on interagency transfers. Performs necessary daily functions (i.e. rig checks) and completes all required call reporting. Provides office administrative support (i.e. copying, filing, etc.) when not on runs.

EXAMPLES OF ESSENTIAL DUTIES:

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily within their level of training.

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **Duties may include, but are not limited to the following:**

- Serve as an EMT, providing emergency medical care for dispatched 9-1-1 medical and trauma calls in accordance with adopted Medical Protocols and the State adopted scope of practice.
 - Provide BLS medical services and monitoring on inter-agency transfers in accordance with adopted Medical Protocols and the State adopted scope of practice.
 - Safely drive ambulance in all weather conditions as well as in high-stress, emergency transport situations.
 - Respond to dispatch pages for stand-by coverage as personal availability allows.
 - Write accurate and detailed reports.
 - Ensure that reports contain all necessary documentation required for billing and liability (i.e. signatures, ABNs, etc.)
 - Conform to policies, regulations, and procedures.
 - Provides office administrative support (i.e. copying, filing, running errands, getting prices quotes, etc.) when not on runs;
 - Responds to monthly scheduling requests promptly and ensures coverage if swapping shifts.
 - Assist with training presentations (both for in house staff and for students) – could include group presentations or one-on-one practical work
- Other duties and responsibilities:

- Attend continuing education and refresher training programs as required by City, State or another licensing /certifying agency or organization.
- Ensure that training requirements are met and documented for re-certification.
- Represent the department while on shift on city-wide and inter-agency committees and other cooperative programs.
- Maintain close liaison with fire, law enforcement and other officials of neighboring public jurisdictions and with officials of State and Federal agencies.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

General (Education and/or Experiences):

- Must be currently licensed as an EMS provider by the State of South Dakota
- Must have successfully passed the National Registry Exam
- Must have completed at a minimum the EMT-B training and have up-to-date certification
- Must possess High School Diploma (or GED)
- Must be eighteen (18) years of age
- Preference given to 2 – 3 years prior experience as certified EMT

Knowledge, Skills and Abilities:

- Must possess mental alertness and comprehension involved in carrying out essential duties;
- Ability to remain calm and cooperative in difficult or emergency situations
- Able to develop patient rapport, interview hostile patients, maintain safe distance, and recognize and utilize communication unique to diverse multicultural groups and ages within those groups
- Able to remain calm while working in difficult and/or stressful circumstances
- Strong verbal, written communications and interpersonal skills
- High capability to focus on task(s) at hand
- Able to process and filter data and perceptions in order to provide quality care
- Possess the technical skills and advanced knowledge to assess, evaluate, and treat critically injured or ill
- Must be goal-oriented and value teamwork
- Can accept changing duties – flexibility to meet the demands of the ever-changing emergency scene is imperative
- Must be able to perform a variety of tasks in a high-stress, time-sensitive time frame
- Good judgment under pressure or stress
- Able to effectively handle stress (professionally as well as personally)

Required Certifications / Licensing:

- At a minimum be certified as EMT-B by the state of South Dakota
- Valid South Dakota driver's license with at least three years of acceptable driving record

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 as listed above. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Other:

- Because emergency services function twenty-four (24) hours a day, EMT-Bs may have irregular working hours.
- Must be able to work (as scheduled) mornings, nights, evenings, weekends, etc. as well as twenty-four (24) hour shifts.
- May be subject to emergency call-in

RELATIONSHIPS:

The position shall be supervised by the Ambulance Director. On call, the Paramedic oversees the medical care of the patient and instructs the EMT-B as required.

This position will interact with many persons of varied ages, cultures, and lucidity. This position will work closely with other EMS staff as well as representatives from outside medical facilities (nurses, physicians, etc.). All interactions must be professional, respectful, and courteous.

