

WILSON COUNTY EMERGENCY SERVICES DISTRICT #3

Paramedic Job Description

DEPARTMENT: Operations

SUPERVISOR: EMS Captain

SALARY/WAGE STATUS: Non-exempt, hourly

PRIMARY PURPOSE

To provide quick response, and advanced quality patient care to all our patients. To be patient advocates at all times.

ESSENTIAL FUNCTIONS

The essential functions of the Paramedic include, but are not limited to, the following duties and responsibilities, which are listed in no particular order of importance or significance:

1. Provide patient care and transport to the sick or injured on emergency and non-emergency scenes
2. Be Kind, Courteous, and Professional at all times, and especially while out in the public, or in public view.
3. Ascertain that all equipment is in good mechanical order at the beginning of each shift daily
4. Insure adequate supplies is available, and units are stocked for readiness per District inventory levels daily
5. Works a rotating schedule serving as the ALS provider on the EMS unit
6. Completes daily chores list, and updates EMS Captain with any problems or needs
7. Completes monthly inventory on assigned dates of each Medic unit.
8. Maintains compliance with patient care through established policies and procedures within our Quality Assurance Program. All calls shall be reviewed before leaving his/her shift
9. Assist with monthly training sessions, and/or be assigned a training topic for the month
10. Communicates any changes in responses and field operations to EMS Captain and/or EMS Chief
11. Monitors equipment and maintenance of equipment and facility
12. Provides input on any equipment needs
13. Inspects and prepares station crew quarters and equipment for readiness
14. Follows the chain of command directing any issues that may arise to the EMS Captain .
15. Be subject to Mandatory overtime shall there be a call off, shift opening for planned or unplanned openings.
16. Attend scheduled training sessions and meetings.
17. Participate in Public Relation events held in the community
18. Willingness to learn and want to make themselves better
19. Communicates with the EMS Captain and/or EMS Chief for any delayed response times, scene times, or if EMS unit is taken out of service
20. Reports any issue or potential problem/complaint to the EMS Captain immediately
21. Performs all other job duties as assigned

KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS

1. Knowledge of applicable State of Texas statutes, rules, administrative orders, policies and procedures
2. Knowledge of Wilson County ESD #3 policies and procedures
3. Knowledge of techniques, requirements and activities associated with Emergency Medical Response
4. Knowledge of the structure of Chain of Command within the department.
5. Knowledge of record keeping and report writing.
6. Skill in working under stressful situations, in receiving and assessing information, then making appropriate decisions for response
7. Skill in establishing and maintaining good working relations with staff, other departments, law enforcement, and the general public.
8. Skill in operating a personal computer utilizing a variety of software applications.
9. Skill effectively communicating in both oral and written form.

QUALIFICATIONS

1. High School Diploma
2. EMT – Paramedic Certification in the State of Texas
3. Health Care Provider CPR Certification
4. ACLS and PALS
5. PHTLS or BTLS
6. NIM 700, 100, 200