Village of Baldwin

Paramedic/Field Supervisor

Full-time Paramedic/Field Supervisor performs duties associated with providing rescue services and emergency medical care to the sick and injured in accordance with all applicable laws, regulations, and Baldwin Area EMS policies. The Field Supervisor is responsible for operations of the service and is to enforce policies and procedures while on duty. Support the EMS Chief as directed.

The Paramedic/Field Supervisor isexpected to learn the full scope of duties, which may include but is not limited to the following:

* + - * Be briefed from the paramedic going off duty on all relevant material and exchange the primary medic cell phone.
* Inspect the first out truck, the transfer truck, and the interceptor to ensure that all necessary items are accounted for.
* Ensure general cleanliness of the building and equipment and confirms that paper products and office supplies are replenished as needed.
* Clean and/or wash the medic vehicle.
* Enforce policies and procedures from the village, state, and medical direction.
* Assigns resources, as needed, for calls.
* Manages documents for patient deaths and works with the medical examiner, as needed.
* Supervises all paid-on-call staff on the shift and works to fill open shifts.
* Assists with retention efforts for paid-on-call staff
* Handles compliments, complaints, or issues
* Supervised all paid-on-call staff and directs transports and mutual aid, as necessary.
* Ensures that all paperwork is completed in a timely manner, is accurate, and meets all standards set by EMTLA and other agencies.
* Ensures that all Medicare and medical assistance laws are followed.
* Ensure that narcotic counts are accurate during the shift.
* Assist with arranging training for staff.
* Submit patient care report billing
* Handle public events and training, as assigned.
* Serves as Field Training Officer
* Verify run reports for accuracy
* Coordinate orientation program and guidelines
* Work with billing company to resolve any issues
* Work with schools for public relations
* Provide event coverage
* Assist with organization of fundraisers
* Assists with record management for staff and patients
* Assists with uniform maintenance and inventory.
* Assist with IT issues as they arise.
* Assist with vehicle maintenance program to ensure optimum vehicle conditions
* Reconcile drug inventory; order medical supplies, monitor expiring medications
* Assist with keeping accurate maintenance records of vehicles and equipment

**EMPLOYMENT STANDARDS:** Knowledge of ambulance service operations and state regulations, ability to take the initiative, develop ideas, problem solve. Have knowledge of third-party billing systems. Can communicate effectively and maintain privacy policies and procedures required by law.

Physical demands include but not limited to sitting, standing, walking, climbing, stooping, bending, twisting, reaching, seeing far and near, hearing, lifting, and carrying 50 pounds or more.

* Must possess a high school diploma.
* Must be 18 years of age or older, United States citizen
* License Wisconsin Paramedic, CPR Certification
* NREMT-P certification and ability to obtain licensure in WI.
* A valid Wisconsin Driver’s License with good driving record is required.
* Vision correctable to 20/20 with no significant color blindness (Mild forms of color impairment may be acceptable).
* Able to pass pre-employment physical, drug test, and background check.
* Be of good reputation, no unpardoned felony convictions and pass pre-appointment investigation.
* Prior supervisory experience preferred.

**ACKNOWLEDGEMENT:** I have read this position description in its entirety and fully understand the expectations and requirements associated with this position. The job description and duties are subject to change at the discretion of the Village Administrator. This position description does not constitute an employment agreement between the employer and the employee and is subject to change as the needs of the employer and requirements of the job change. I also understand that if employed by the Village of Baldwin, I am employed as an at-will employee and the Village of Baldwin or I may terminate the employment relationship at any time, without notice, and for any lawful reason.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_