



PIPESTONE COUNTY

Position: Paramedic

Department: Emergency Medical Services

Classification: Position is scheduled six 12-hour shifts in a two-week period and on call shifts. FLSA non-exempt. Position involves weekend and holiday work.

Nature of Work: Position involves serving as a Paramedic for the Pipestone County Emergency Medical Services Department and assuming regular shift(s) as assigned. Incumbent shall provide Advanced Life Support including medical evaluation, treatment and stabilization of the critically ill and injured; respond to emergency rescue situations involving potential loss of life or bodily injury; maintain control, manage and direct patient care at the scene of a pre-hospital emergency; provide training, instruction and support to less trained personnel. Work is performed within regulations of the federal, state and local governments under the supervision of the Emergency Medical Services Director and is reviewed and evaluated in progress and/or upon observation of results.

Authority: Hired by the recommendation of the Emergency Medical Services Director with County Board of Commissioners approval. Position is subject to a six-month probationary period, criminal background check, driving record check, and physical.

Legislative Requirements: Must maintain current MN EMT Paramedic certification. Mandated to successfully complete NIMS ICS courses 100, 200, 700 and other compliance courses as directed.

Relationships: Reports to department head on a daily basis.

Basic Qualifications:

- High school diploma/GED
- Minimum of current certification as MN EMT Basic required.
- Completion of accredited paramedic program and possess current state certification within one year of initial hire date
- Current Health Care Provider CPR and Advanced Cardiac Life Support (ACLS) certification.
- Possession of current national registry certification desired.
- Response time maximum of ten minutes from residence.
- Valid driver's license

KNOWLEDGE, SKILLS AND ABILITY:

- Able to communicate effectively in both verbal and written form. Physically and mentally able to perform duties.
- Accurate, dependable, and able to retain composure during emergency situations.
- Ability to respect and maintain confidentiality.
- Ability to make independent, precise decisions requiring speed and sound judgment.
- Ability to establish and maintain effective working relationships with clients, staff, volunteers, the community and a wide range of agencies and professionals.



SPECIFIC DUTIES/RESPONSIBILITIES: Includes, but not limited to the following:

Essential Duties:

- Respond to emergency and non-emergency calls calmly, efficiently and promptly;
- Be flexible as emergency services operate 24 hours per day. Must be available for a variety of work hours and shifts. Assumes regularly assigned shifts as an association member in addition to regular scheduled shifts.
- Administer basic and advanced life support to patients at the scene, en route to the hospital and in pre-hospital setting in accordance with federal, state, and local laws, regulations and standards;
- Coordinate and implement training schedule and activities for squad personnel and EMS trainees.
- Organize and implement community outreach programs, public education, etc.
- Completing patient care forms, insurance forms, and any other required forms in a competent and timely fashion.
- Properly document each transport in accordance with Pipestone County EMS policies and procedures;
- Expected to protect the privacy of all patient information in accordance with Pipestone County's privacy policies, procedures, and practices, as required by federal and state law, and in accordance with general principles of professionalism as a health care provider.
- Promptly responding to instructions from a dispatcher and driving and operating Emergency Vehicles to specified locations at a safe and controlled speed, in accordance with federal, state, local laws, regulations and standards;
- Assuring that vehicles are in good working condition at all times, are properly maintained and stocked, have all necessary equipment and this equipment is in good working order at all times;
- Cleaning, organizing, and restocking vehicles in a ready condition after each transport;
- Maintain inventory and ordering of supplies, equipment, and pharmaceuticals.
- Conduct themselves in person and on the phone in a courteous, helpful manner.
- Must perform routine tasks in and around the Emergency Services building and EMT housing such as cleaning, emptying trash, laundry, and other related duties.
- Assure that all certifications, licenses and registrations are up-to-date.
- Attend meetings and training sessions as necessary.
- Observe prescribed health and safety precautions in the performance of all tasks.

Additional Duties:

- May be required to scan or perform other office duties.
- Perform other related work as directed by EMS Director.

Access to Not Public Data

The incumbent may encounter not public data in the course of these duties. Any access to not public data should be strictly limited to accessing the data that are necessary to fulfill the employment responsibility. While data are being accessed, incumbent should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, incumbent must properly store the not public data according to the provisions Ch. 13 Minnesota Government Data Practices Act.

Physical Requirements: During a typical 12 hour shift and 8 hour day, this person sits 4 hours, stands 2 hours and walks 2 hours. Responds to emergency and transfer ambulance calls. Notable physical demands include: (1)occasional bending/stooping, squatting, crawling, climbing, crouching, pushing/pulling, twisting; (2)frequent reaching, kneeling; (3)occasional carrying/lifting of over 100 pounds (patients) with assistance; (4)occasional awkward positioning of body to treat patients; (5)manual dexterity necessary to operate medical equipment; (6)occasional use of hands from ankle to over-the-head levels; (7)frequent need to hear normal conversation, seeing with far acuity and full field of vision; (8)continuous need to see with near acuity. Work involves potential exposure to infectious and chemical agents, weather extremes, noise, heat, and requires operation of automotive and rescue equipment.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. This is not to be construed as an exhaustive list of all duties performed by personnel so classified.

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer as the needs of the employer and the requirements of the job change.