

**POSITION DESCRIPTION
COUNTY OF CASS, INDIANA**

POSITION: Paramedic
DEPARTMENT: EMS
WORK SCHEDULE: As Scheduled
JOB CATEGORY: SO (Special Occupations)

DATE WRITTEN: October 2021
DATE REVISED:

STATUS: Full-Time
FLSA STATUS: Non-Exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Cass County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application procedures and perform essential functions of the job, unless those accommodations would present an undue hardship.

The Emergency Medical Technician - Paramedic responds in emergency vehicle to the scene of reported medical emergencies, as directed by communications center. This position manages, supervises and is responsible for all aspects of patient's emergency care by providing efficient and immediate basic and advanced life support at the scene, in transport, and in the emergency room. This position provides emergency medical care at the basic and advanced life support level according to Cass County EMS practices, policies, and established protocols.

DUTIES:

Responds in emergency vehicle to the scene of reported medical emergencies, as directed by the Cass County Dispatch Center.

Manages, supervises and is responsible for all aspects of patient's emergency care by providing efficient and immediate basic and advanced life support at the scene, in transit to the emergency room in accordance with policies, procedures, and protocols.

Provides specific medical care in conjunction with physician, nursing and allied health staff in the hospital in accordance with established practices and protocol.

Calculates drip rates and drug concentrations, renders appropriate approved intravenous drugs or fluid replacement as indicated by online medical direction and/or established EMS Protocols.

Document in writing or by approved electronic means all relevant information in a prescribed format (I.E. Run Report, Imagetrend).

Responsible and accountable for maintaining controlled medications (narcotics).

Drives an emergency vehicle under emergency and non-emergency conditions.

Exercises independent judgment in critical, emergency situations.

Coordinates public safety personnel in emergency situations.

Attends continuing education, refresher courses, medical audit programs and training programs as required by Cass County EMS, medical direction, or certifying agency.

Participates actively in continuing education and medical audit programs.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

High school diploma or equivalent (GED).

Indiana Paramedic License.

Minimum 2 years Paramedic Experience

Advanced Cardiac Life Support Certification.

American Heart Association CPR Certification.

Continuing education to maintain required certifications.

Knowledge of practical skills, theory and medical terminology involved in basic and advanced emergency medical care.

Knowledge of principles of human growth and development.

Knowledge of age-appropriate care (i.e. neo-natal, pediatric, adolescent, adult, geriatric).

Knowledge of advanced respiratory skills including endotracheal intubations, cricothyrotomy, pleural decompression and breathing treatments.

Knowledge of cardiac monitoring and interpretation, defibrillation, and cardio version.

Knowledge of intravenous therapy, including peripheral lines, use of I.V., I.M., I.O., and Sub. Q medications.

Knowledge of indications, contraindications, side effects and dosages of all medications carried by the paramedic vehicle.

Ability to work effectively under emergency conditions and stress.

Ability to safely operate an emergency vehicle in all weather conditions.

Ability to coordinate emergency care with EMT Basics and other Paramedics as well as hospital physicians and staff.

Ability to make independent and critical patient care decisions.

Ability to interact in a calm, effective and courteous manner with patients, public and hospital staff.

Ability to communicate verbally in person and via telephone and telecommunications mediums using the English language.

Ability to hear and understand spoken information from co-workers, patients, physician, dispatchers, other allied health personnel, bystanders, and public safety professionals.

Ability to read and comprehend written materials under stressful conditions.

Possession of a valid driver's license and a demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent supervises and directs Department operations according to legal requirements and standard policies and procedures, requiring consideration of many variables, selection of appropriate guidelines and interpretation of precedents to ensure compliance and attainment of goals and objectives. They must use considerable judgement and take authoritative actions in response to situational demands.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent provides emergency medical care at the basic life support level according to Cass County EMS practices, policies, and established protocols. They must use considerable judgement in critical, emergency situations.

Incumbent reports directly to EMS Director.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs a majority of duties in a standard office environment and in the field, involving sitting/walking at will, sitting/standing/walking for long periods, lifting/carrying persons or heavy equipment over 50 pounds, pushing/pulling objects, bending, crouching/kneeling, reaching, keyboarding, close/far vision, color/depth perception, handling/grasping/fingering objects, speaking clearly, and hearing sound/communication.

Incumbent occasionally works extended, evening and/or weekend hours, and occasionally

travels out of town for meetings/conferences, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Paramedic describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No _____

Applicant/Employee signature

Date

Print/Type name