



The Eagle Capital of America

JOB CLASS 3

POSITION TITLE: PARAMEDIC
DEPARTMENT: AMBULANCE
SUPERVISOR: AMBULANCE DIRECTOR
POSITION TYPE: FULL-TIME

OVERVIEW OF POSITION:

Join a team of dedicated professionals committed to providing high-quality emergency medical care in the greater Wabasha area. The Paramedic serves as a member of the primary care EMS (emergency medical services) response team of the ambulance service. The Paramedic provides immediate lifesaving care for those persons who access the emergency medical services system. Other roles and expectations are to provide direct patient care, medical transport, public outreach and education, equipment checks and maintenance, station maintenance, and housekeeping, filling call time, and other related duties as required.

This position is planned to be a collaboration with Gundersen St. Elizabeth's Hospital. The Paramedic will also be spending time **using paramedic skills** in the ER at Gundersen St. Elizabeth's Hospital. A full-time Paramedic position is 36 hours per week **and will require weekends, holidays, and overnights.**

ESSENTIAL JOB FUNCTIONS:

Patient Care Activities:

To provide high quality, efficient, and immediate patient care in the prehospital 911 and interfacility environment to the critically ill and injured. To provide high-quality, efficient, and immediate patient care in the hospital setting in coordination with hospital staff. This will be done as outlined in Wabasha Ambulance's standard operating guidelines and procedures, Gundersen St. Elizabeth's policies and handbooks, City of Wabasha employee handbook, and organizational policy and procedures.

Leadership

Provide direction and assistance to any crew member or public safety personnel as needed. Additional duties assigned by personnel on-site and through daily correspondence.

1. Leadership skills: Communication and observational skills
2. Critical thinking skills, deductive and inductive reasoning abilities.
3. Empathy, interpersonal communication skills, and team-player skills.
4. Self-motivation, flexibility, and ability to cope with stressful situations.
5. Organization skills.
6. Ability to work autonomously and with other people as well as agencies.
7. Always represent Wabasha Ambulance Service and Gundersen St. Elizabeth's professionally.

Safety

Conduct all operational and administrative activities while maintaining a safe working environment.

Equipment / Vehicle Readiness

Conduct readiness checks of all equipment and vehicles, inventory/ordering of supplies, and other related tasks.

Assigned Tasks

The list below includes examples and **may not be all-inclusive**.

At Wabasha Ambulance Service

1. Provide and/or assist in community education training and public relations.
3. Provide and/or assist in quality improvement input to continuously improve key processes identified.
4. Provide standby coverage at various high-risk activities in Wabasha Ambulance's Primary Services Area (PSA).
5. Perform other duties and functions as assigned by the Wabasha Ambulance Director.
6. Assists other departments as needed.
7. Attends all mandatory continuing education and required safety training programs.
8. Inspect, clean, and maintain equipment and report any defective or damaged equipment immediately.
9. Prompt and regular attendance at work.

At Gundersen St. Elizabeth's Hospital

1. Be part of a collaborative team providing communication and updates to RNs, physicians, and other providers related to patients.
2. Set up, prepare, and assist with patient exams and minor surgical or health procedures.
3. Responsible for patient care in the emergency department as assigned or in other areas as needed.
4. Assesses, plans, implements, and documents care of patients in accordance with organizational policies.
5. Accountable for the quality of patient care services.
6. Utilizes specialized knowledge, judgment, and skills necessary to assess data and plan, provide, and evaluate care appropriate to the physical and developmental age of assigned patients.
7. Provides basic patient care within the scope of training.
8. Administers or monitors medication when indicated and as ordered by a physician, per the paramedic medication scope.
9. Assists patients in transfer using proper body mechanics and transfer techniques.
10. Attends all required hospital meetings and training.

ESSENTIAL PHYSICAL DEMANDS, PHYSICAL ENVIRONMENT, AND MENTAL DEMANDS OF THE JOB:

Physical Demands

Sustained physical effort, standing, sitting, stooping, squatting, kneeling, lifting, pushing, pulling, and climbing.

Physical Environment

Working conditions include being indoors or outdoors any time of the day and in any kind of weather with frequent exposure to disagreeable elements and danger and noise. The setting may be in bright daylight, indoor lighting, or no lighting at all. Temperature ranges may include very hot to very cold.

Mental Demands

Requires continuous mental effort for decision-making, critical thinking, and problem-solving in-patient care situations. Need to perform at an independent level within parameters of established policies and procedures.

HOURS OF WORK

Shifts are 12 hours and will vary between daytime, overnight, some weekend, and some holiday shifts. Available for callbacks during personnel shortages, including sick calls and high-demand situations such as mass casualty incidents. Some shifts will also be split with time spent at Gundersen St. Elizabeth's (primarily in the ER but may provide support in other areas as needed).

QUALIFICATIONS:**Education and Training (Minimum Necessary)**

11. High School diploma or equivalent.
12. Current National Registry Paramedic License
13. Current Minnesota State Paramedic License
14. Current Wisconsin State Paramedic License (or ability to obtain one within 6 months of hire)
15. Complete and maintain an EVOC (Emergency Vehicle Operations Course) training certificate or equivalent.
16. Must possess and maintain a valid state driver's license (minimum equivalent to a Minnesota Class "D" driver's license.)
17. Driver's motor vehicle record must meet requirements outlined in Employee Handbook and insurability of auto insurance provider.
18. American Heart Association Basic Life Support
19. American Heart Association Advanced Cardiac Life Support
20. American Heart Association Pediatric Advanced Life Support

Special Knowledge, Skills, Experience, and Abilities

1. Excellent written and oral communication skills.
2. Ability to work independently with little direct supervision using time management skills.
3. Competency with Microsoft products, Field Bridge/Service Bridge, MNSTAR, and other Windows and web-based applications.
4. Works well under pressure
5. Excellent customer service skills
6. Minimum of six months Paramedic experience in an ALS Service (preferred)
7. AHA BLS Instructor (Preferred)
8. International Trauma Life Support or equivalent (Preferred)

Disclaimer

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.

Approved By:
Date Last
Reviewed:
12/17/2023