



The Oldest City in Minnesota

JOB CLASS 3

POSITION TITLE: PARAMEDIC
DEPARTMENT: AMBULANCE
SUPERVISOR: AMBULANCE DIRECTOR
POSITION TYPE: PART-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. A part-time Paramedic must be able to work a minimum of 48 hours per month and up to 96 hours per month.

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. This will be done as outlined in Wabasha Ambulance's standard operating guidelines and procedures, 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 situations that are stressful.
5. Organization skills.
6. Ability to work autonomously and with other persons as well as agencies.
7. Always represent Wabasha Ambulance Service in a professional manner.

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

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 Wabasha Ambulance Service Leadership team.
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.

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 anytime 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 holidays shifts. Available for call backs during personnel shortages, including sick calls and high demand situations such as mass casualty incidents.

QUALIFICATIONS:

Education and Training (Minimum Necessary)

1. High School diploma or equivalent.
2. Current Minnesota State Paramedic certification and/or National Registry Paramedic.
3. Complete and maintain EVOC (Emergency Vehicle Operations Course) training certificate or equivalent.
4. Must possess and maintain a valid state driver's license (minimum equivalent to a Minnesota Class "D" driver's license.)
5. Driver's motor vehicle record must meet requirements set forth in Employee Handbook and insurability of auto insurance provider.
6. American Heart Association Basic Life Support
7. American Heart Association Advanced Cardiac Life Support
8. 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 application.
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: Caroline Gregerson

Date Last

Reviewed:

7/28/2023