

KENDALL COUNTY CLASS SPECIFICATION

PARAMEDIC

Job Code:

GENERAL SUMMARY

Under limited supervision, the purpose of the position is to perform acute medical services in emergency and non-emergency situations using Basic Life Support and Advanced Life Support techniques and transports patients by ambulance to an emergency medical facility.

EXAMPLES OF ESSENTIAL FUNCTIONS

Duties may include but are not limited to the following:

Responds to dispatched calls; provides medical services by performing triage and a variety of emergency medical treatments according to established medical protocols; performs a variety of invasive and non-invasive procedures including evaluation of the patient, CPR, defibrillation, administration of drug therapy, intubation and pulmonary ventilation, blood draws, application of bandages and injury dressings, control of shock, and immobilization of fractures.

Provides continuing care while en route to an emergency medical facility; transmits information to emergency treatment facilities regarding patient's injury or illness and other data pertinent to the situation.

Leads and participates in training classes for the public on cardiopulmonary resuscitation (CPR), standard first aid, and emergency medical techniques; participates in public health screening and education.

Drives ambulance; ensures proper working order of all emergency medical equipment; makes minor repairs or reports needed repairs; maintains inventory of emergency medical supplies and requests orders as needed.

Completes a variety of reports and documents including documentation of deficiencies in equipment or inventory, EMS records, and patient reports.

Performs some clerical procedures including answering the telephone, copies, and responding to public inquiries and customers.

Assists in coordinating EMS efforts with other local and state agencies, medical facility and staff, and the general public.

EXPERIENCE AND TRAINING

High school diploma or GED; supplemented by six (6) months previous experience or training that includes emergency response.

LICENSES AND CERTIFICATIONS

Must possess DSHS – TDH Paramedic certification; CPR certification; Advanced Cardiac Life Support certification; must possess valid driver's license.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Advanced Life Support and Basic Life Support techniques.
- Modern office procedures and equipment.
- Computer and emergency equipment functions.
- Correct English usage and grammar.

Ability to:

- Define problems, collect data, establish facts, and draw valid conclusions and interpret an extensive variety of technical instructions.
- Exercise judgment, decisiveness, and creativity required in uncertain, highly stressful situations.
- Communicate verbally and in writing so as to allow comprehension by receiving party.
- Understand and exchange information with supervisors and co-workers when receiving assignments and instructions.
- Communicate and interact with general public, fire departments, medical staff, and local and state law enforcement officials.
- Follow safe work practices including workplace safety policies and procedures.
- Walk, stand, sit, kneel, push, stoop, crawl, twist, drag, reach above the shoulder, grasp, pull, bend repeatedly; lift 150 lbs or greater with assistance.
- Operate ambulance and emergency medical equipment.
- Maintain physical ability in order to exert heavy physical effort for extended periods of time

- Work within various conditions subject to infectious diseases, toxic waste, chemical, dust/mites, fume, odor, explosive, electrical and mechanical hazards; exposure to extreme cold, heat, temperature swings, constant noise and heights.

Kendall County is an Equal Opportunity Employer and maintains compliance with the Americans with Disabilities Act by providing reasonable accommodations to qualified individuals and employees with disabilities.