

**City of Dodge Center
Job Description**

**Paramedic
(Revised 3/2019)**

FLSA Status: Non-Exempt	Department: Ambulance Department
Location: Ambulance/Fire Building	Supervisor: Ambulance Director or
Shift: Varies	designee

Summary

Provides quality patient care in the pre-hospital setting.

Essential Functions of the Position

Essential duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is similar, related, or logical to the position.

- Maintain any agency issued equipment in working order;
- Respond in a timely manner to an emergency or non-emergency situation as assigned by dispatch;
- Maintain in contact and accessible to dispatch while on duty;
- Perform patient assessment and care up to the level licensed by the Emergency Medical Services Regulatory Board (EMSRB) in accordance with online medical control, current protocols, Local, State, and Federal laws, and the standard of care;
- Take directions from an Incident Commander, Medical Sector Officer, Triage Officer, or other applicable officials in an established incident command structure at the scene of an emergency;
- Operate in accordance with the National Incident Management System and National Response Plan during an emergency incident or declared disaster;
- Communicate effectively regarding patient assessment findings and care with other healthcare professionals such as other EMS personnel, nurses and physicians during patient care and when transferring patient care to or from others;
- Complete and maintain all patient care records, reports, and other supporting documents required for response to emergency or non-emergency care of the patient in the EPCR system;
- Complete all reports and documentation required during the daily operations of the EMS agency;
- Ensure that all equipment and the vehicle the employee is responsible for is in working order, cleaned and stocked appropriately, and ready for an emergency response at all times;
- Ensure that any personal property in possession of a patient at the time of transport is secured, cared for, and given back to the patient or other appropriate persons at the conclusion of transport;
- Ensure that all patient care records and information is kept confidential and only disclosed in accordance with HIPAA, City policy and standard of care;

- Ensure that all City proprietary information is kept confidential in accordance with City policies and confidentiality rules;
- Ensure that the offices, public areas, restrooms, showers, and living quarters of all agency buildings are kept in a clean, safe, and presentable fashion;
- Maintain all certifications essential to the job function including but not limited to,
 - Continuing education requirements for re-licensure with EMSRB and NREMT
 - Current CPR certification
 - Current driver's license free of points or violations
 - FEMA NIMS Certifications 100, 200, 700
- Attend required or mandatory training and meetings as specified by the agency, unless expressly excused from such meetings or training;
- Other duties as assigned.

Required Knowledge and Abilities

- Must obtain certification by an approved emergency vehicle driver program prior to operating any Dodge Center Ambulance vehicles.
- Ability to interact with patients, coworkers, colleagues from other agencies and the public with respect and compassion.
- Ability to communicate with others verbally and in writing;
- Ability to read and comprehend legal and medical documents;
- Ability to utilize communications equipment such as radios and cell phones;
- Ability to maintain calmness and professionalism in a stressful environment;
- Possess clear decision-making abilities in a stressful environment;
- Knowledge of computer operations;
- Familiar with maps and map reading;
- Ability to sit or stand for long periods of time, walk, run, kneel, crouch, bend at knees or waist, ascend or descend stairways, crawl, jump, and grip while carrying loads of greater than twenty-five (25) pounds.

Education and/or Experience

- A high school diploma or equivalent. Must provide proof of completing an EMSRB approved paramedic course (or equivalent in another state) and be licensed by the EMSRB as a paramedic. Must be certified in CPR at the healthcare provider level, in Advanced Cardiac Life Support, and Pediatric Advanced Life Support. Must possess a valid Minnesota driver's license free of restriction.
- An EMSRB approved emergency vehicle operator's certification is required but may be obtained after initial employment.

Supervision of Others

This position does not provide any direct supervision to any employees.

Work Environment/Physical Demands

The position may be exposed to hazards. Reasonable attempts will be made for employees not to be placed in hazardous situations. However, the employee is ultimately responsible for their own safety. Employees should familiarize themselves with specific City policies dealing with safety

and their environment, available personal protective equipment, and protocols concerning the proper response to hazardous situations.

- Work environment will be indoors, out-of-doors in vehicles, or any combination thereof.
- Adverse weather conditions, including, but not limited to:
 - Extreme heat
 - Extreme cold
 - Precipitation including rain, sleet, hail, snow, and freezing rain
 - Icy conditions
 - Thunder and lightning
 - High winds
- Indoor conditions such as:
 - Structurally poor or messy housing and buildings
 - Slippery floors
 - Uneven floors
 - Extreme cold or heat
 - Poor lighting
 - Stairways
 - Ramps
- Hazardous or potentially dangerous sites such as:
 - Highways, open roadway, and/or motor vehicle accidents
 - Industrial sites and/or accidents
 - Construction sites and/or accidents
 - Agricultural sites and/or accidents
 - Building collapse sites
 - Sites of natural or manmade disasters
 - Residential sites in a state of disrepair
- Potentially hazardous chemicals and materials as a result of:
 - Responding to and assisting victims at the scene of an emergency
 - Cleaning and decontaminating, vehicles, equipment, and uniforms
- Bio-hazardous materials including, but not limited to, blood, vomit, spit, urine, feces, semen, vaginal secretions, cerebral spinal fluid, interstitial fluids, tissues, body parts, blood borne pathogens, and air borne pathogens

This position 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 City and requirements of the job change.

The City of Dodge Center is an Equal Opportunity Employer in compliance with the Americans with Disabilities Act. It will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.