

City of Mascoutah

JOB DESCRIPTION

Title: EMS Paramedic
Department: Public Safety Department
Division: EMS Department
Reports to: Public Safety Director
Status: Full-Time – Union position
Supervision Duties: Paramedic

QUALIFICATIONS:

- Knowledge and comprehension of federal, state and local laws and policies in regards to; medical services, medical procedures and practices.
- Must be proficient in the use of computers, office equipment, related software and department equipment/tools.
- Thorough understanding of EMS department policy and functions.
- Possess skills and ability to handle medical emergencies in a professional manner.
- Successfully complete six months probation.

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent, Associates Degree preferred.
- Successfully complete Region 4 Southwestern Illinois EMS System Certified Paramedic training.

RESPONSIBILITIES AND DUTIES (other duties may be assigned):

- Shall be familiar with administrative policy and execute department objectives within area of responsibility.
- Exercise authority commensurate with positions responsibility.
- Promptly obey and transmit all legitimate orders, ensuring uniform interpretation and full compliance by all personnel.
- Enforce observance of high ethical standards in the performance and conduct of personnel under their command.
- Set an example to all citizens in sobriety, dignity, courtesy, discretion, skill, diligence, and the observance of proper discipline.
- Knowledge of City affairs, area of assignment.
- Make prescribed reports and keep reports necessary to the effective and efficient operation of their command.
- Respond to medical emergency calls, provide medical attention and comfort to the sick or injured.
- Respond to structure fires and be readily available to treat the sick or injured.

- Careful evaluation of the patient and preparation for transport.
- Proper extrication of the patient and preparation for transport.
- Orderly transfer of the patient at a medical facility.
- Daily inventory of all narcotics, medications and supplies to insure the correct stock levels and comply with federally mandated documentation.
- Preparation and administration of all narcotics and medications at the appropriate dose and completion of all associated paperwork for replacement.
- Thoroughly acquainted with all ALS and BLS equipment.
- Inspect vehicle and equipment for functionality at start of the shift to promote fleet, personnel, patient safety and reduction of hazards and accidents.
- Document all equipment left at the hospital or retrieve during the same shift.
- Ensure vehicle and equipment are clean after each run.
- Make recommendations concerning operating goals for the department.
- Maintain working relations and serve as liaison with other medical agencies and hospital facilities by coordinating activities with other crews, divisions, and agencies.
- Provide accurate oral and/or written descriptions.
- Write or dictate reports; responsible for accurate, professional, and legible documentation of all observations noted about the patient. Will comply with policy governing department paperwork.
- Give recommendations in purchasing materials, supplies, and equipment.
- Keep current on the changes in emergency medicine and pre-hospital care concerning new developments through personal study.
- Assist in identifying, developing and administering training programs.
- Assist in conducting in-service training pertaining to EMS and EMT activities.
- Advise immediate supervisor as to new technology and methods of performing EMS service.
- Shall be responsible for patient confidentiality and release of information.
- Responsible for the method, timeliness, and level of medical care on all emergency calls received during a tour of duty.
- Notify immediate supervisor of all serious accidents occurring during a tour of duty.
- Conduct studies as directed by a supervisor.
- Attend demonstrations for the evaluation of new equipment.
- Maintenance of the facility and equipment.
- Maintain updated street directory map.
- Monitor batteries, suction equipment, lines, etc.
- Blood pressure service as needed.
- Follow the rules and regulations set forth by the State of Illinois and the Southwest Illinois EMS Region 4 Protocols.
- Follow proper procedure for administering medications, drugs, and for the use of equipment, medical and emergency techniques. In addition, proper procedure is required for all labeling of samples, tests and reports.
- Paramedic will have possession of the keys to secured narcotics and medications throughout the tour of duty.

- Maintain knowledge of all medications carried on the ALS unit to include:
 - trade and generic names
 - therapeutic effects
 - indication for usage
 - contraindications for usage
 - side effects
 - routes of administration

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid Drivers License
- Region 4 Southwestern Illinois EMS System Certified Paramedic
- CPR Certification
- ITLS
- ACLS
- PALS

PHYSICAL DEMANDS:

- Must be able to drive a vehicle on a daily basis.
- Requires ability to stand, walk and sit for long periods of time.
- Requires ability to run, climb and reach minimally.
- Requires ability to carry 15 pounds of gear every day.
- Must be able to lift from floor to chest in excess of 100 pounds (stretcher), walking and going up and down stairs while carrying in excess of 100 pounds (stretcher).
- Requires ability to lift from floor to overhead storage (supplies)
- Requires the ability to control resistance patients during treatment or in emergency situations.

WORK ENVIRONMENT:

- Must be available to work 24 hour shift work, weekends and holidays
- Ability to perform job duties during stressful situations.
- Ability to perform indoor and outdoor duties.
- Work in exposure to extreme cold or hot weather conditions.
- Hazards include proximity to moving mechanical parts, electrical current, exposure to high heat, exposure to chemicals.
- Potential exposure to HazMat materials, and blood borne pathogens.
- May be subjected to atmospheric conditions including fumes, odors, dust, gases, or poor ventilation.
- Requires daily local travel.

This job description purpose is to indicate the types of tasks and difficulty levels needed for this position. It is not intended to state specific duties and responsibilities or to limit the control of a supervisor to assist, direct or assign work of employees under their supervision. This document will not exclude other duties not stated herein.