

Buda Fire Department Job Description

Job Title: Community Health Paramedic
Department: Buda Fire Department / Hays Co. ESD #8
Reports To: EMS Division Chief
FLSA Status: Exempt
Prepared By: EMS Division Chief Schuleman
Approved By: ESD Commissioners

GENERAL DESCRIPTION OF DUTIES:

1. In the position of Community Health Paramedic, the employee will assume the accountability and responsibility for the implementation of the Buda Fire Department Community Paramedic Program
2. Performs a wide variety of administrative, technical, developmental and evaluative work in the Community Health field.
3. The Community Health paramedic is responsible for coordinating with physicians, hospitals, clinics, medical insurance companies, and local skilled nursing and assisted living facilities to identify at risk patients and assist with implementing a care plan specific to that patient's needs.

RESIDENCY REQUIREMENTS:

1. None

DUTIES & RESPONSIBILITIES:

1. Implement and execute the daily operations of the Buda Fire Department Community Health Paramedic Program:
 - a. Communicate with local healthcare facilities and providers to locate patients who may benefit from this program
 - b. Examines, screens, treats, and coordinates health programs for patients
 - c. Conducts post hospital release follow-up care including but not limited to – monitoring medication, dressing changes, and checking vital signs
 - d. Observes, records, and reports to physician the patient's condition
 - e. Conduct patient education about the etiology and prevention of current and expected disease processes
 - f. Assists in other departmental administrative activities and duties as assigned.
 - g. Must be able to respond to 911 calls and perform patient care functions while on duty in the event of Status 0 events, or events in which the Community Health Paramedic is geographically located to be able to quickly respond and perform lifesaving interventions

*These examples of duties 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 from the position if the work is similar, related or a logical assignment to the position. He/she shall communicate with the EMS Division Chief regular status reports. He/she shall communicate with Buda Fire personnel relevant information involving persons in their response area.

REQUIRED EDUCATION AND EXPERIENCE:

1. Must have current certification as EMT-Paramedic by the Texas Department of State Health Services.
2. Minimum of five (5) years' experience as a Paramedic
3. All Paramedic Job Specifications apply

OR

1. Registered Nurse
2. Graduation from an accredited BSN Program
3. Current Texas License as a Registered Nurse
4. Experience and knowledge of current principles and practices of emergency care

REQUIRED CERTIFICATIONS:

1. Current AHA ACLS, PALS, BLS/CPR
2. EMS Instructor or TCFP Equivalent; for BSN applicants CNE or equivalent

ADDITIONAL REQUIREMENTS:

1. Must attend Community Health Paramedic training program as assigned by the EMS Division Chief within 45 days of hire. Extension may be given dependent on class seating availability
2. Must be certified as a Community Health Paramedic through IBSC within 1 year of hire
3. Must be cleared to independent practice as a paramedic by the Medical Director within 1 year of hire

KNOWLEDGE, SKILLS AND ABILITIES:

1. Working knowledge of modern EMS instructional principles, procedures, techniques and equipment, demonstrated knowledge of applicable laws, departmental standard operating procedures and regulations.
2. Ability to perform various data entry responsibilities in Microsoft Office Software products and related software. Assist with the compilation of and preparation of various reports, and functions specific to the department.
3. Ability to effectively apply instructional techniques.
4. Ability to communicate verbal and written instructions.
5. Ability to establish working relationships with employees, other agencies, and the public.
6. Retains current required certifications.

SELECTION GUIDELINES: (May include the following)

1. Receipt of formal application; review of application; driving record and background verification; oral interview; final selection; recommendation for approval by Hays County ESD #8 Board of Commissioners; pre-employment physical with drug screening.
2. The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

3. The job 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 employer and requirements of the job change.

SUPERVISORY RESPONSIBILITIES

The Community Health Paramedic works independently to accomplish tasks and meet deadlines. The EMS Division Chief spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

QUALIFICATIONS

Must be a citizen of the United States. Must have good moral character and habits, which may be substantiated by a confidential background investigation. Must be in good physical and emotional health. Must have a fluent command of written and spoken English and have legible handwriting. Must have no criminal record, excluding minor traffic violations.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Must be able to perform math related to medication dosing and administration. Must be able to properly account for budgets and funds assigned to Community Health Paramedic position.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 50 pounds and frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; explosives; risk of radiation; and vibration. The noise level in the work environment can be very loud. The work environment may include potential exposure to blood borne pathogens and/or infectious disease.