COMMUNITY PARAMEDIC POSITION DESCRIPTION

Date: 3/10/2022	**Prepared By:** Human Resources
Position Title: Community Paramedic	**Department**: Operations
Exempt: ☐ **Non-Exempt:** ☒	**Compensation:** ● 48/96 Schedule: $21.80-$30.79 per hour. Expected annualized salary is $71,504-$100,991 ● 40 hrs/week Schedule: $30.94-43.70 per hour. Expected annualized salary is $64,353.60-$90,892.08 **Additional Merit Rate:** 1%-3% **Additional Bi-lingual Merit Rate:** 2% **Benefits:** Medical, Dental, Vision, Retirement, STD/LTD, EAP, LSA, Paid Time Off
Alternate Titles: Paramedic 3, Paramedic 4, Paramedic 5	
Reports to: Community Health Manager	

Frequent Internal Contacts:	1. Community Health Manager	Community Paramedics	3. District Staff
Frequent External Contacts:	1. Patients / families	2. Crisis clinicians	3. Other medical providers and emergency service personnel
Number of Employees under Supervision and Titles: May clinically supervise EMT or other third rider.			
Job Summary: Provide patient care in the home for both short-term and long-term management of referred patients from local physician offices, hospital staff and internal referrals from ECPS crews. In addition, respond to 911 mental health crisis calls as part of the 'crisis response team' to provide care to patients experiencing a mental health emergency.			

Values Based Expectations

Expected to act in accordance with our Mission, Vision and Values at all times.

Mission:

Provides skilled, professional and compassionate Emergency Medical Service (EMS) to our community.

Vision:

- To be a world leader in out-of-hospital healthcare.

Values:

- **Integrity**
  Be honest, committed, and consistent in your words and actions.
- **Excellence**
  Strive to continuously improve knowledge, practice and skills.
- **Community**
  Be helpful, compassionate, and respectful in all interactions.
- **Patient Advocacy**
  Act in the best interest of your patients.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job. Other duties may be assigned.

- **Professionalism**
  Be loyal, ethical and team oriented.

Essential Duties and Responsibilities:

- Performs all job duties and responsibilities as described for Paramedic
- Examines, screens, treats, and coordinates health services for patients
- Conducts post-hospital release follow-up care including, but not limited to monitoring medication, dressing changes, and checking vital signs
- Observes, records, and reports to physician patient's conditions and reactions to drugs, treatments, and significant incidents
- Conducts patient education, includes diabetes prevention/treatment, hypertension, Congestive Heart Failure (CHF), Chronic Obstructive Pulmonary Disease (COPD), falls assessments, injury evaluation, geriatric frailty visits, and nutrition
- Administers patient care consistent with department protocols and physician orders
- Coordinates appointments and follow up with Physicians and hospitals
- Develops and completes appropriate reports and templates for the Community Paramedic Program
- Attends meetings as requested
- May supervise one or more employees.
- Other duties as assigned.

Essential Responsibilities Related to Client Privacy

- Expected to protect the privacy of all patient information in accordance with the District's privacy policies, procedures and practices as required by federal and Colorado law and in accordance with general principles of professionalism as a healthcare provider.
- May access protected health information and other patient information only to the extent that is necessary to complete job duties. May only share such information with those who have a need to know specific patient information to complete their job responsibilities related to treatment, payment or other company operations.
- Encouraged and expected to report, without the threat of retaliation, any concerns regarding the District's policies and procedures on patient privacy and any observed practices in violation of that policy to the designated Privacy Officer.
- Expected to actively participate in the District's privacy training and is required to communicate privacy policy information to coworkers, students, patients and others in accordance with District policy.

Qualifications:

- Current Paramedic Certificate for the State of Colorado, or current National Registry -- must be Colorado state certified before hire date.
- Minimum of four years of experience as a Paramedic
- Current certification in CPR (Cardiopulmonary Resuscitation) and ACLS (Advanced Cardiac Life Support)
- Valid State of Colorado motor vehicle operating license, with continued safe driving history
- Must be eligible for Colorado Community Paramedic endorsement by possessing a certification of completion of a Community Paramedic course from an accredited University or Training Facility, and have successfully passed, and hold current certification from the International Board of Specialty Certification (IBSC) CP-C exam.

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Essential knowledge, skills and abilities needed for position:			
Area	**Comments**	**Required**	**Preferred**
Education	High School Diploma	☒	☐
Computer Operations	Proficient computer skills; the ability to type, keyboard, navigate in various programs.	☒	☐
Licenses or Accreditations	Current Colorado Paramedic certification, or current National Registry -- must be state certified before hire date. Current certification in CPR (Cardiopulmonary Resuscitation) and ACLS (Advanced Cardiac Life Support) Valid State of Colorado motor vehicle operating license, with continued safe driving history. Each must be maintained and current for the duration of employment. Colorado Community Paramedic endorsement and current certification from the International Board of Specialty Certification (IBSC) CP-C exam.	☒	☐
Language and Communication Skills	Ability to communicate orally with a wide range of individuals, in various and potentially stressful situations. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence with a high degree of professionalism and accuracy. Ability to effectively interact and communicate with patients, co-workers and District staff.	☒	☐
Reasoning Skills	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, and diagram or schedule form. Must practice sound decision-making skills.	☒	☐
Mathematical Skills	Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent.	☒	☐
Emotional Effort	Work in an frequently hectic environment with exposure to highly emotional and stressful situations. Regular scheduling involves long shifts, regularly scheduled and unscheduled overtime and emergency callbacks.	☒	☐
Language Ability:	Bilingual preferred	☐	☒

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Physical Demands

LIFTING				
Weight	**NONE**	**UP TO 1/3**	**1/3 to 2/3**	**2/3 OR MORE**
Up to 10 Pounds	☐	☐	☐	☒
Up to 25 Pounds	☐	☐	☒	☐
Up to 50 Pounds	☐	☒	☐	☐
Up to 100 Pounds	☒	☐	☐	☐
More than 100 Pounds	☒	☐	☐	☐

OTHER PHYSICAL ACTIVITIES REQUIRED				
Activities	**NONE**	**UP TO 1/3**	**1/3 to 2/3**	**2/3 OR MORE**
Standing	☐	☐	☐	☒
Walking	☐	☐	☐	☒
Sitting	☐	☐	☒	☐
Driving, in all weather conditions	☐	☐	☒	☐
Digital dexterity (using hands and fingers to administer treatment)	☐	☐	☐	☒
Reaching with hands and arms	☐	☐	☐	☒
Typing, using a keyboard or tablet, writing with a pen and paper	☐	☐	☒	☐
Climb or balance (includes stairs, ambulance, outdoor or uneven terrain)	☐	☐	☒	☐
Stoop, kneel, crouch or crawl	☐	☐	☐	☒
Talk and hear, in variable conditions	☐	☐	☐	☒
Taste or smell	☐	☒	☐	☐

OTHER PHYSICAL ACTIVITIES REQUIREMENTS OR PHYSICAL DEMANDS	
Indoor/Outdoor:	Both indoor and outdoor work (in all weather conditions) required.
Hazardous Materials or Noise:	Employees are frequently called to scenes that may involve hazards or hazardous materials and may potentially respond to a scene involving chemical or biological terrorism agents. Employees must always regard their safety first when responding to all scenes and always follow ECPS policy and procedure for dealing with these situations. The noise level in the work environment is usually moderate, but may be high at times due to vehicle and mechanical equipment noise.

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Equipment Used in Job:	Computer, telephone, 10-key, copier, fax, scanner, smartphone/mobile device, motor vehicle, cardiac monitor and other medical equipment/instruments.
Other:	Frequent travel throughout the work day within and outside of Eagle County.

VISION:		
Close Vision: ☒	Distance Vision: ☒	Color Vision: ☒
Peripheral Vision: ☒	Depth Perception: ☒	Ability to adjust focus: ☒

ACKNOWLEDGEMENT:
I acknowledge receipt of this job description. I understand that signing this job description does not create a contract of employment nor guarantee employment for any definite period of time.

By signing below you signify that you have read the job posting and you understand, are able and willing to perform the essential functions and duties of the position with or without reasonable accommodation.

_____ _____ _____

Applicant's Name Applicant's Signature Date

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