



COMMUNITY PARAMEDIC MANAGER POSITION DESCRIPTION

Date: 10/1/2021	Prepared By: Human Resources		
Position Title: Community Paramedic Manager		Department: Administration	
Exempt: <input checked="" type="checkbox"/> Non-Exempt: <input type="checkbox"/>		Salary Range: \$84,354-\$123,165	
Reports to (please list title, not person): COO			

Frequent Internal Contacts:	1. Community Paramedics	2. Navigators	3. Office and field staff
Frequent External Contacts:	1. Medical providers	2. Mental health providers and Co-Response Partners	3. Others
Number of Employees under Supervision and Titles: One or more Community Paramedic or Community Behavioral Health Navigator			
Job Summary: The Community Paramedic Manager will help envision the Community Paramedic (CP) program at ECPS, develop and execute the program to best serve the needs of our community, and lead department staff to successfully realize the goals of the program.			

Essential Duties and Responsibilities (list in order of importance within each category):

- Actively lead the CP program by being proactive, developing effective policies and procedures, and being a champion of the program in order to meet identified needs of our community.
- Oversee and lead daily operations of the CP program, including supervising and being a resource for challenges, extra support, guidance, and on-call clinical support.
- Be the point of contact and expand and maintain mutually beneficial relationships with our existing partners: CMM, VHH, Mountain Family Health, Eagle Family Practice, EVBH, Hope Center and any other co-response agencies and entities.
- Coordinate on-boarding and training for CP program new hires.
- Work with Operations Manager and Shift Supervisors to coordinate efforts and resources and realize organizational goals.
- Assist with funding opportunities and grant writing.
- Assist with developing and maintaining operating budget for department.
- Actively participate in required District meetings and partner meetings.
- Ensure compliance for regulatory certification and licensure.
- Work with external partners to devise methods and resources for addressing community issues as a whole.
- Elevate, engage and motivate staff to achieve identified goals; Provide regular feedback including periodic check-ins and annual reviews; Define clear expectations and provide performance guidance.
- In coordination with the Clinical Department, responsible for leading clinical development of the CP program and its staff. Includes identifying areas, topics, and needs to stay current with desired and necessary skills.
- Responsible for chart review and Quality Assurance of CP Program's PCRs and insurance reports.
- Work directly with the CP medical director in regards to CQI, program improvement and protocol initiation.
- Do periodic ride alongs with staff and fill in on CP shifts at least twice monthly.
- Maintain appropriate records and files for the CP program.
- Coordinate the activities of the Community Paramedic Advisory Board and Community Paramedic staff meetings.
- Represent the District and CP program locally, statewide and/or nationally as needed.

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.

- Work with PIO to create marketing strategies and improve community awareness of CP program's success and available resources to community members.
- Other duties as assigned.

Responsibilities Related to Patient 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.
- 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:

1. Communication
2. Crisis Communication
3. Consultation
4. Critical Evaluation
5. Ethical Practice
6. Cultural Awareness
7. Cultural Competence
8. Leadership and Navigation
9. Relationship Management
10. Course work in principles of supervision and leadership helpful.
11. Proven track record

List specific knowledge, skills and abilities needed for position (specify whether required or preferred):

Area	Comments	Required	Preferred
Education:	Bachelor's Degree required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Computer Operations:	Knowledge of programs for document creation, spreadsheets, power point and general computer knowledge.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Licenses or Accreditations:	Current Paramedic Certification from the State of Colorado CP-C from the International Board of Specialty Certifications Colorado Community Paramedic endorsement Current certification in Advanced Cardiac Life Support and Cardiopulmonary Resuscitation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Previous Work Experience	Minimum of 8-10 years EMS experience with at least 5 years as a paramedic. 3 years supervisory, 2 years CP	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Previous Supervisory Exercised:	Prefer 2 years as a Community Paramedic supervisor.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Language Ability:	English language – Ability to read and interpret documents such as safety rules, operating and maintenance	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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	instructions, and procedure manuals. Ability to write grammatically correct routine reports and correspondence. Ability to effectively interact and communicate with co-workers and District staff. Interpret and/or discuss information, which may involve terminology or concepts not familiar to many people; regularly provide advice and recommend actions involving rather complex issues. May resolve problems within established practices.		
Complexity/Problem Solving Ability:	Deal with a variety of problems, requiring determination of which answer (from a few choices) is the best.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Discretion/Latitude/Decision Making Ability:	Sound decision making with accuracy. Decisions normally have a noticeable effect department-wide and company-wide, and judgement errors can typically require one to two weeks to correct or reverse.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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. Must practice sound decision making skills.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other:	Valid State of Colorado motor vehicle operating license, with a continued safe driving record.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Physical Demands

LIFTING: Does the job require weight to be lifted or force to be exerted? If so, how much and how often?

Weight	NONE	UP TO 1/3	1/3 to 2/3	2/3 OR MORE
Up to 10 Pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Up to 25 Pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 Pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 Pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 Pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OTHER PHYSICAL ACTIVITIES REQUIRED: How much on the job time is spent performing the following?

Activities	NONE	UP TO 1/3	1/3 to 2/3	2/3 OR MORE
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Using hands to finger, hands to feel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reaching with hands and arms	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climb or balance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch or crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Taste or smell	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OTHER PHYSICAL ACTIVITIES REQUIREMENTS OR PHYSICAL DEMANDS:

Indoor/Outdoor:	Inside generally 100%, however, may require outside work and travel to meetings.
Hazardous Materials or Noise:	The noise level in the work environment is usually moderate, but may be high at times due to vehicle and mechanical equipment noise.
Holidays/Weekends/Evenings:	40 hours, Monday-Friday aligned with business office hours.
Equipment Used in Job:	Computer, telephone, 10-key, multiple screens, copier, fax, scanner, smartphone/mobile device
Other:	No regular travel is required. Travel within the District during normal work day is required.

VISION: Select the specific vision requirements for this job:

Close Vision: <input checked="" type="checkbox"/>	Distance Vision: <input checked="" type="checkbox"/>	Color Vision: <input checked="" type="checkbox"/>
Peripheral Vision: <input checked="" type="checkbox"/>	Depth Perception: <input checked="" type="checkbox"/>	Ability to adjust focus: <input checked="" type="checkbox"/>

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. I understand that I have been hired at the will of the Eagle County Health Service District and my employment may be terminated at any time, with or without cause and with or without notice.

I have read and understand the above, and by my signature consent to these statements.

Employee's Name

Employee's Signature

Date

Supervisor's Name

Supervisor's Signature

Date

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