COMMUNITY PARAMEDIC
POSITION DESCRIPTION

Date: 7.8.22	**Prepared By:** Human Resources
Position Title: Community Paramedic	**Department**: Operations
Exempt: ☐ **Non-Exempt:** ☒	**Schedule:** 36-48 hrs/week (max of 84 hr/biweekly) 7am-7pm, occasional on call **Compensation:** $27.17-45.85 per hour. Expected annualized salary is $56,038.8-$90,891.90 **Additional Possible Merit Rate:** 1%-3% **Additional Possible Bilingual in Spanish Merit Rate:** 2% **Benefits:** Medical, Dental, Vision, Retirement, STD/LTD, EAP, LSA, Paid Time Off
Reports to: Community Health Manager	

Frequent Internal Contacts:	1. Community Health Manager	2. 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 healthcare providers , 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.
- **Professionalism**

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.

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 follow-up care including, but not limited to medication reconciliation and management, clinical evaluation and treatment, social and behavioral health needs assessment and referral, and patient education
- Observes, records, and reports to physician patient's conditions and reactions to drugs, treatments, and significant incidents
- Conducts patient education, including diabetes prevention/treatment, hypertension, Congestive Heart Failure (CHF), Chronic Obstructive Pulmonary Disease (COPD), fall risk screening and home safety assessments, injury evaluation and prevention, nutrition and social determinants of health
- Administers patient care consistent with department protocols and physician orders
- Coordinates appointments and follow up along the local continuum of care, including clinics, hospitals and community support organizations Develops and completes appropriate reports and templates for the Community Paramedic Program
- Participates in community outreach events
- Attends meetings as requested
- May include minimal patient consult after hours during evenings and weekends
- 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.

Essential education, certifications, skills and abilities needed for position:

Area	Comments	Required	Preferred
Education	High School Diploma	☒	☐
Experience	Minimum of four years providing direct patient care in EMS or related healthcare field	☒	☐

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.

	Experience as a certified Community Paramedic	☐	☒
Licenses or Accreditations	• Current Colorado Paramedic certification. Must possess before hire date • Current National Registry Paramedic certification. Must possess within 6 mos. of hire date • Current certification in CPR (Cardiopulmonary Resuscitation), BLS (Basic Life Support), and ACLS (Advanced Cardiac Life Support) • Valid State of Colorado motor vehicle operating license, with continued safe driving history. • Each certification must be maintained and be current for the duration of employment • Must possess a certificate of completion for a Community Paramedic course from an accredited university or training facility • Must possess or acquire within 3 months from date of hire the Colorado Community Paramedic endorsement and the International Board of Specialty Certification (IBSC) CP-C exam	☒ ☒ ☒ ☒ ☒ ☒	☐ ☐ ☐ ☐ ☐ ☐
Computer Operations	Proficient computer skills; the ability to type, keyboard, navigate in various programs.	☒	☐
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.	☒	☐
Language Ability	Bilingual in Spanish preferred	☐	☒

Physical Demands

LIFTING				
Weight	**NONE**	**UP TO 1/3**	**1/3 to 2/3**	**2/3 OR MORE**

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.

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 REQUIRED ACTIVITIES OR 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.
Equipment Used in Job	Computer, telephone, 10-key, copier, fax, scanner, smartphone/mobile device, motor vehicle, cardiac monitor and other medical equipment/instruments.
Emotional Effort	Work in a frequently hectic environment with exposure to highly emotional and stressful situations. Regular scheduling involves long shifts, regularly scheduled and unscheduled overtime and emergency callbacks.
Other	Frequent travel throughout the work day within and outside of Eagle County.

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.

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

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.