



COMMUNITY PARAMEDIC SPECIALIST POSITION DESCRIPTION

Date: 7/8/2022	Prepared By: Human Resources		
Position Title: Community Paramedic Specialist	Department: Operations		
Exempt: <input checked="" type="checkbox"/> Non-Exempt: <input type="checkbox"/>	Schedule: 40 hrs/week, M-F Compensation Range: \$78,750-\$110,000/year 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: N/A

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. Assist the Community Health Manager with department projects and program development. Provide training and clinical support to Community Paramedic staff as needed. 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

Be loyal, ethical and team oriented.

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.

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
- In conjunction with the training department, manages the Community Paramedic training program to include continuing education needs and skill development.
- Assist the Community Health Manager with department projects such as establishing funding opportunities, creating programs that meet the needs of the community and ensuring certification compliance and protocol alignment
- Develops and completes appropriate reports and templates for the Community Paramedic Program
- 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 knowledge, skills and abilities needed for position:

Area	Comments	Required	Preferred
Education	High School Diploma	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience	Minimum of four years providing direct patient care in EMS as a certified Community Paramedic	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Licenses or Accreditations	<ul style="list-style-type: none"> ● Current Colorado Paramedic certification. Must possess before hire date 	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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	<ul style="list-style-type: none"> • Current National Registry Paramedic certification. Must possess within 6 mos. of hire date • Current certification in BLS/CPR, and ACLS • 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 or be eligible for Colorado Community Paramedic endorsement by possessing a certificate of completion for a Community Paramedic course from an accredited university or training facility • Must have successfully passed and hold current certification from the International Board of Specialty Certification (IBSC) CP-C exam 	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Computer Operations	Proficient computer skills; the ability to type, keyboard, navigate in various programs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Language Ability	Bilingual in Spanish preferred	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Physical Demands

LIFTING				
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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Up to 50 Pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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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				
Activities	NONE	UP TO 1/3	1/3 to 2/3	2/3 OR MORE
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Driving, in all weather conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Digital dexterity (using hands and fingers to administer treatment)	<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 type="checkbox"/>	<input checked="" type="checkbox"/>
Typing, using a keyboard or tablet, writing with a pen and paper	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climb or balance (includes stairs, ambulance, outdoor or uneven terrain)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch or crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Talk and hear, in variable conditions	<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 REQUIRED ACTIVITIES OR DEMANDS	
Indoor/Outdoor	Both indoor and outdoor work (in all weather conditions) required.
Hazardous Materials or Noise	<p>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.</p> <p>The noise level in the work environment is usually moderate, but may be high at times due to vehicle and mechanical equipment noise.</p>
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.

VISION:		
Close Vision <input checked="" type="checkbox"/>	Distance Vision <input checked="" type="checkbox"/>	Color Vision <input checked="" type="checkbox"/>

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