



**Job Title:** Paramedic

**Date:** April 1, 2022

**Job Grade/Classification:** Non-Exempt

**Reporting Structure:** This position reports directly to the Clinical Supervisor

**Supervisory Responsibilities if Applicable (List any Direct Reports):** None

**Job Summary:** This position is under the guidance of the Clinical Supervisor and Shift Coordinator. The incumbent is a member of the medical care team, trained and certified to render supportive care to patients, sustain life at the scene of an accident, injury or illness and during transport to a hospital. The Paramedic renders appropriate treatment for injuries or illnesses according to the West Virginia Office of Emergency Medical Services (WVOEMS) Protocols and/or as directed by supervision.

**Responsibilities, Duties & Accountabilities:**

The core, critical and essential work duties, functions and responsibilities of the position are as follows:

- Responsible for responding promptly and efficiently to urgent calls for service, and guided medical care of patients prior to and during transport;
- Responsible for organized verbal and written transfer of patient information to receiving facilities; must complete reports accurately, legibly and timely;
- Performs triage at multi-patient incidents and renders appropriate treatment and transport priorities;
- Competently and willingly cooperates with law enforcement agencies, fire departments, and other Emergency Medical Services (EMS) agencies in various situations, where the paramedic's life may be placed in danger;
- Complies with law enforcement and accepts the legal responsibilities when working at a crime scene;
- Willing to perform duties in inclement weather, performing minor vehicle maintenance and operating an emergency vehicle during extreme weather and traffic conditions;
- Responsible for cleaning, maintaining, and resupplying the ambulance and associated equipment and supplies, in order to maintain a state of readiness for response to calls for service;
- Responsible for attending court appearances when subpoenaed by the State of West Virginia or another legal jurisdiction;
- Competently demonstrates the knowledge and skills necessary to provide care appropriate to patients ranging in age from neonate to geriatric;
- Maintains and practices established organizational policies, procedures, objectives, quality assurance, safety, environmental, infection, and hazardous materials control;
- Ensures the completion of timely and accurate reports and other required documentation for professional services;
- Supports the departmental clinical assignments and projects, maintaining consistency with company policies procedures, which are conducive to quality patient care; Quality Management (QM) as agency policy, based on local and state requirements; ensuring the clinical participation in SJAS Quality Improvement Process;
- Maintains professional working relationships with all staff members, senior leadership, clients, training providers, vendors and the general public;
- Responsible for general shift and other duties as assigned;

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- Regular and routine attendance and punctuality is required;
- Availability and willingness to work evenings, weekends and holidays.

**Travel Requirements if Applicable:**

- As needed and assigned

**Position Requirements and Qualifications:**

- High School Diploma or Equivalence; College-Level Coursework or Degree in a Related Field is Preferred
- Current and valid Certification at the level of Paramedic as specified by the West Virginia Office of Emergency Medical Services (WVOEMS) and National Registry of Emergency Medical Technicians (NREMT)
- Current and Valid Certification as a Basic Life Support (CPR) Provider
- Current and Valid Certification in Advanced Cardiac Life Support (ACLS)
- Current and Valid Certification in Pediatric Advanced Life Support (PALS) or Pediatric Education for Prehospital Professionals (PEPP)
- Current and Valid Certification in International Trauma Life Support (ITLS) or Pre-Hospital Trauma Life Support (PHTLS)
- Satisfactorily meet all requirements for licensure through WVOEMS including physical, cognitive, background history and any other legal requirements
- Demonstrated strong ability to lead others and remain calm in emergency and extreme situations; Must satisfactorily demonstrate ongoing sound judgment in areas concerning patient care, personal safety, and when dealing with the public sector
- Must satisfactorily attain and maintain certification as a Class 3 Inter-Facility Transport (C3IFT) Paramedic (As specified by the WVOEMS) within 6 months of hire date
- Must satisfactorily attain NIMS courses 100, 200, 700 and 800 required within 6 months of hire date
- Demonstrated professional and ethical disposition, with positive attitude and patience, exercising tact and professionalism in all matters
- Ability to maintain confidentiality and use discretion in dealing with sensitive information, exercising considerable discretion and good judgment, demonstrated conscientious and dependability
- Demonstrated leadership with strong skills and knowledge of protocols, procedures, and processes related to Emergency Medical Services (EMS) education, training, and certifications
- The following physical demands are requirements and must be met in order for the successful performance of the job position: This position requires the incumbent to lift weight of 100 lbs., bend, squat, stand and sit for long periods of time; and in accordance with the West Virginia Department of Motor Vehicles (DMV), meet the required vision standard of at least 20/40 with or without correction

**Preferred Qualifications:**

- Basic Life Support (CPR) Instructor
- Pediatric Education for Pre-hospital Providers (PEPP) Instructor
- Advanced Cardiovascular Life Support (ACLS) Instructor
- Pediatric Advanced Life Support (PALS) Instructor
- International Trauma Life Support (ITLS) Instructor
- Six months to one year patient care experience
- Working knowledge of rescue ropes and knots, vehicular extrication, low and high angle rescue and hazardous materials control

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