

Job Description



Paramedic

FTE | POS #100005397

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| Direct Report | EMS Director | Grade | EMS2 \$28.43hr - \$34.78hr |
| Department | Emergency Medical Services | FLSA | Non-Exempt |
| Division | N/A | Bargaining Unit | Union |
| Date | May 2024 | Location | EMS Headquarters |

Homeland Security Emergency Status: Essential
Safety Classification: E1 Critical

Summary

Provide advanced emergency care to the sick and injured.

Supervisory Responsibilities

Supervision Scope: Per State Protocol

Supervision Received: Works under the direction of the Ems Director or designee.

Supervision Given: This position has no formal supervisory responsibilities.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Comply with all policies, practices and procedures of the EMS Department and City of New Bedford. Subject to the approval of the EMS Director, administer skilled medical care to individuals in response to calls for emergency treatment. Examine, assess, and stabilize patients at emergency scenes, i.e., hemorrhage control, treatment for shock, immobilization of fractures, bandaging, proper treatment for burns, poisoning or drug overdose, delivery of newborns, manage mentally disturbed patients, etc.
2. Obtain medical history, check vital signs; advise/inform Medical Control at the hospital of diagnostic indications. Perform definitive life support; administer treatment and utilize advanced life support equipment and procedures as directed by an authorized physician and State treatment protocols, i.e., endotracheal intubations, defibrillation, synchronized cardioversion, nasogastric intubations, closed chest decompression, intravenous administration of drugs and fluids, external trans-thoracic cardiac pacing, and interpret 12 lead EKG's, etc.
3. Respond to a wide range of emergency situations as required. Control scene of medical emergency; conduct triage, treatment, and transportation at mass casualty incidents. Document pre-hospital care received by patients to facilitate admission to health care facility. Prepare patients for transport; monitor patients in ambulance to maintain patient stability, administer additional treatment when necessary. Operate ambulances and other emergency vehicles as needed, to and from scenes of emergency.
4. Qualified and trained employees may be assigned, to perform EMD Dispatch, including monitoring E-911 signaling equipment in order to coordinate with EMS field supervisors and ambulances and dispatch EMS Ambulances using structured protocols to determine priorities and appropriate calls for service via radio, telephone, and computer telecommunication.
5. Qualified and trained employees assigned to EMD Dispatch will, receive, record, and categorize all incoming calls/requests for assistance in a professional, concise, and accurate manner and provide support of field unit requests for service, test equipment, including when assigned radio equipment, and various other electronic equipment and telephone equipment.
6. Maintain accurate and timely computer entries regarding responses.
7. Perform duties related to Mutual Aid Radio Coordination Program.
8. Attends re-certification classes in order to maintain certification.

Job Description

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the City of New Bedford and employee and is subject to change by the City as the needs of the City and requirements of the job change.

Competencies

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| Advanced Cardiovascular Lifesaving Support proficient | Independent Judgment | Knowledgeable in cardiology |
| Pediatric Advanced Life Support within 6months | Interpersonal skills | Competent in Electronic Patient Care Report |
| CPR certified | National Incident Management System certified | 12 lead proficient |

Minimum Qualifications

Education and Experience

- Current certification as an Emergency Medical Technician-Paramedic by the MA Dept. of Public Health and current certification as a CPR healthcare provider by the American Heart Association (AHA) (M.G.L., Ch 111C, Section 3 and 6). Current certification in Advanced Cardiac Life Support by AHA.
- Knowledge of pharmacology, and drugs used in advanced life support and possible reactions; Federal and State drug laws; pathophysiology; advanced human anatomy and physiology; medical telemetry; Advanced Life Support equipment; MGL, Ch 89, 90, and 111C; MA DPH re-certification requirements; regional communication protocols. Knowledge of major transportation routes in the locality, defensive and emergency driving procedures, emergency medical service vehicle limitations and local emergency medical service Point-of-Entry procedures.
- High school diploma or equivalent (proof necessary).
- Experience working on a Basic Life Support / Advanced Life Support ambulance.
- Experience working in a “Two-Tiered System” Advanced Life Support/Basic Life Support
- Familiarity with Statewide treatment protocols and Morbidity & Mortality rounds.
- Any equivalent combination of education and experience on a year for year basis.
- One year of Paramedic experience preferred but not required.
- One year’s Public Safety Dispatch experience preferred.
- This position is subject to re-certification by the State Office of Emergency Medical Services.

Required Skills and Abilities

- Sound knowledge of Massachusetts Statewide Treatment Protocols
- Sound knowledge of Paramedicine
- Expert knowledge of Advanced Cardiovascular Life Support
- Maintain National Continued Competency Requirements Certification
- Ability to establish and maintain an excellent and effective professional working relationship with supervisors, co-workers, medical personnel, patients, other agencies, and members of the public.
- Excellent interpersonal skills with the ability to work cooperatively and productively in a team atmosphere, demonstrating initiative and drive.
- Excellent time management skills with a proven ability to meet deadlines.

Job Description

- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to embrace the EMS Department's and City's mission and organizational values.

Preferred for Assignment to Dispatch

- Maintain Association of Public-Safety Communication Official (APCO) Certification
- Maintain Next Generation 911 Certification
- Maintain EMD Certification

Special Requirements

Operates a motor vehicle on a regular basis. Mandatory Criminal Offender Record Information (CORI) check.

Tools and Equipment Used

Ambulance, oxygen equipment, first-aid supplies, defibrillators, IV equipment, airway equipment, stretchers, equipment to gain access and all other equipment required for treating a patient as per State Protocols, radios, computers, calculators, phones, copy machines, etc.

Work Environment

Duties require frequent and extended periods of outside work, subject to all weather conditions and extremes; continuous walking, standing, climbing, lifting and frequent periods requiring sustained uncomfortable physical positions; regular and sustained periods of strenuous physical exertion, requiring the ability to lift, carry and position heavy objects utilizing proper body mechanics and techniques. The Paramedic position requires the exercise of caution when operating equipment or handling chemicals or other toxic materials, utilization of proper sanitary precautions when handling trash, biohazard material and other potential hazards. When assigned to dispatch the work environment is a dispatch center, with other employees on radios and phones and needing to work quickly to respond to calls and dispatch services, including sitting for long periods, operating computers, phones and radios for long periods.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Paramedic is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The position is occasionally sedentary. The Paramedic sits, walks, or stands for varying periods, may exert up to 50 pounds of force occasionally including having to lift, carry, push, pull, or otherwise move objects up to 100lbs. While performing the duties of the job, the incumbent is constantly required to sit, talk, and hear, must be able to listen and accurately record information from employees, executive staff members, other agencies, and members of the public. Vision should be at or correctable to normal ranges. Ability to operate a keyboard and sit at a computer for long periods of time; ability to operate general equipment and all other related equipment.

This position requires the employee to communicate, detect, determine, perceive, identify, recognize, judge, observe, inspect, estimate, and assess verbal communications for the purpose of relaying finite details to first responders and medical directors.

Work Hours

Job Description

This is a full-time, non-exempt position that requires varied schedules, weekends, nights, with the required availability for after-normal hours of operation during emergencies and other departmental critical needs.

Must be able to work all shifts (including nights, weekends, and holidays).

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice, as needed, by the City of New Bedford within the scope of departmental needs. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.

