

Laurens County EMS Job Description

PARAMEDIC / FIELD TRAINING OFFICER

DEFINITION: Under general supervision, will serve as lead medical staff for shift specific field operations and training while providing emergency, pre-hospital care and transportation to the critically injured or ill within the parameters of the license/certification. Additionally provides training of new employees and other assigned administrative duties pertinent to the efficient function of the department.

ESSENTIAL FUNCTIONS: (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)

TASKS: Stands by in readiness to respond to emergencies during a 24-hour tour of duty; responds to emergency calls; assesses situation and need for assistance; determines most effective method of emergency treatment; applies advanced life support or other appropriate treatment to victim(s)/patient(s); administers drugs; undertakes appropriate invasive procedures; advises hospital personnel of situation; transports injured or ill to hospital for treatment. Maintains records and files; maintains and re-supplies vehicle; identifies needs for additional/replacement supplies and equipment; undertakes continuous training; works with public, medical professionals and others to educate and advise of the role, capabilities and responsibilities of a paramedic. Assists with new employee orientation/training. Assists the training officer with monthly IST sessions and skills check-off as required. Participates in public relations activities as necessary. As assigned, responsible for coordinating all aspects related to the maintenance and regulatory compliance of assigned station and/or unit. Will effectively communicate with the administrative personnel assigned to these areas. Will follow up with all assigned employees concerning the status and outcome of all pertinent maintenance and repair items for both the assigned station and/or unit. Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of applicable State of South Carolina statutes, rules, administrative orders, policies and procedures.

Knowledge of Laurens County policies and procedures.

Knowledge of techniques, requirements and activities associated with emergency medical response.

Knowledge of record keeping, records and case management.

Skill in working under stressful situations, in receiving and assessing information, then making appropriate decisions for response.

Skill in establishing and maintaining good working relations with staff, other departments, law enforcement, and the general public.

Skill in effectively maintaining equipment, facilities and operations.

Skill in operating a personal computer utilizing a variety of software applications.

Skill effectively communicating in both oral and written form.

Knowledgeable provider of instruction and leadership in daily activities.

Possesses the experience needed to be assigned to a single unit Quick Response Vehicle (QRV).

PHYSICAL REQUIREMENTS: Work requires good physical fitness with the ability to function effectively in heavy, cumbersome protective gear, be able to lift and carry heavy, bulky items, equipment, materials, supplies and people weighing up to 200 in unpredictable weather conditions over varying terrain. There is also the risk of bodily harm and potential exposure to infectious diseases, toxic fumes and chemicals.

MINIMUM QUALIFICATIONS: High school diploma or equivalent with a minimum of three years experience as a Paramedic within a high volume ALS system. Applicants must have a valid South Carolina driver's license, SC Paramedic certification or qualify for reciprocity, BLS, ACLS, and PALS provider certifications and be able to communicate effectively in both oral and written form. The selected individual must have or be able to obtain PHTLS provider, AHA instructor credentials, and CEVO II certification within 6 months of employment