

Starke County Board of Commissioners

Starke County Job Descriptions

Job Title: Paramedic

Department: Emergency Medical Services

Reports To: EMS Director, Assistant Director, Senior Paramedic

Approved by:

Approved Date:

General Description: An employee who posses a valid Indiana Emergency Medical Technician- Paramedic certification according to the rules set forth by the State Emergency management Agency. the Paramedic is responsible for the pre-hospital care of the sick, injured, and those in distress. The Paramedic will be directly responsible to the EMS Director as well as the Assistant Director. The Paramedic will work with the Senior Paramedic if they have any questions as it relates to training, equipment, or protocols.

Essential Job Function: The Paramedic of Starke County E.M.S. will exhibit professionalism in the delivery of high quality services. They will EXHIBIT positive thoughts, attitudes and actions about the clients we serve as well as the services provided by Starke County E.M.S.

Duties include but are not limited to:

- **Strict adherence to their performances to the requirements of all Paramedic Skills**
- **Assist E.M.S. Director and Assitant with everyday EMS operations when needed**
- **Assist any EMT's with any questions relating to Paramedic supplies and how to best assist the Paramedics**

- Any duties as requested by EMS Director

Knowledge, Skills, and Abilities

- The Performance of all required Paramedic skills with confidence and accuracy, while requiring minimum supervision
- The execution of the proper patient care actions for any given patient situation in accordance with local protocols and Starke County E.M.S. policies and procedures
- The performance of assigned tasks set forth in either policy/procedures or as assigned by the E.M.S. Director
- Adherence to all Starke County E.M.S. policies and procedures
- Maintaining the stations, ambulances, and equipment in neat and clean order at all times
- Maintenance of all Continuing Education requirements to fulfill your certification and the Starke County E.M.S. guidelines
- Demonstration of cautious, courteous, efficient, and defensive driving while in a Starke County E.M.S. guidelines.
- Proficiency in the use of, and knowledge of proper operations of all A.L.S. equipment
- Demonstrate the ability to direct the actions of others who may have lesser training in a positive manner. Along with this, any Paramedic must have the ability to direct and control the E.M.S. aspect of any scene (within our capabilities) while maintaining stability and professionalism.

Physical Requirements

- Performs duties in a standard office environment and in the field, including sitting/walking at will, driving, close vision and hearing sounds/communication.
- Must be able lift weights as the job requires at any given time

Experience/Education/Qualifications Required

- High School Diploma or GED, must have at least one (1) year of Paramedic Experience
- Applicant must be an Indiana State Certified Paramedic.
- Thorough EMS knowledge and ability to make practical application of the customary practices, procedures and financial regulations of the County, and to take authoritative action as situations demand.
- Knowledge of all department equipment and supplies, and ability to oversee proper maintenance and care.
- Ability to apply knowledge of people/locations, plan/layout assigned work projects and read/read/interpret specifications and maps.
- Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct

- Ability to work alone with minimum supervision and with others in a team environment. Ability to understand, memorize, retain and carry out written or oral instructions and present findings in oral or written form.
- Ability to occasionally work extended, evening, and or weekend hours.
- Must be physically able to perform the duties of an Paramedic as assigned by Starke County E.M.S.
- Possession of a valid Indiana driver's license and demonstrate safe driving record
- Must have current CPR and valid ACLS certification.

This job description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job classification. All incumbents may not perform all job duties listed, and some incumbents may perform some duties which are not listed, and incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description. Additional duties may be assigned by prospective department heads or the Board of Starke County Commissioners.

All employees of the Starke County Government are subject to the rules set forth in the Starke County Employee Handbook.