



Lennox Area Ambulance Service

“Dedication and Sacrifice So That Others May Live”



JOB DESCRIPTION

POSITION TITLE: PARAMEDIC
REPORTS TO: Lennox Area Ambulance Service Board of Directors
Finance Officer, City of Lennox
City Council, City of Lennox

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The applicant must possess and apply knowledge and skills necessary to perform the duties of an EMT-Paramedic in a dignified and compassionate manner, to include:

- Responding to emergency and non-emergency calls calmly, efficiently, and promptly;
- Assessing the nature and extent of injury or illness to establish and prioritize medical protocols to be followed;
- Administering appropriate basic and advanced life support to patients at the scene, en route to the hospital, and in a pre-hospital setting, in accordance with federal, state, and local laws, regulations, and standards;
- With the assistance of fire department and police personnel, rescuing and extracting victims of accidents, sudden illness, or entrapment using proper rescue and medical techniques;
- Communicating with professional medical personnel and treatment facilities to obtain instructions regarding further treatment and/or to arrange reception of patients to the appropriate center;
- Working with local fire department personnel in determining and arranging air evacuation when necessary;
- Obtaining the proper patient signature forms; along with
- Completing patient care reports, and all other forms in a competent and timely fashion.

The applicant must possess and apply knowledge and skills necessary to perform the duties of a driver of ambulance equipment, including:

- Responding to instructions from a dispatcher, driving and operating specially equipped emergency vehicles to specified locations at a safe and controlled speed, in accordance with federal, and local laws, regulations, and standards;
- Assuring that vehicles are in good working condition, properly stocked, and have all necessary equipment in good working order;
- Cleaning, organizing, and restocking vehicles in a ready condition after each transport; and
- Handling communications professionally and efficiently with careful regard to the divulgence of private patient information.

The applicant must perform routine tasks in and around the ambulance building and administrative duties, including:

- Checking, restocking, inventorying, and cleaning ambulances;
- Cleaning up after yourself, to include: washing dishes used, picking up trash, and cleaning restrooms used, and other cleaning as needed;
- Representing the Lennox Area Ambulance Service in a professional and respectful fashion at all times;
- Working with EMS billing consultants and ambulance service members to ensure prompt and accurate billing;
- Assisting Law Enforcement Officers when needed; and
- Performing any other duties related to the Lennox Area Ambulance Service as designated by the Ambulance Board of Directors or City Council.

The applicant must also:

- Be a team player, as EMS is a team effort, and providers must provide necessary assistance to ensure system sanitation, readiness, and adherence to standards of care per protocol;
- Be available to respond immediately for a call during the assigned work shift;
- Maintain a thorough working knowledge of applicable current standards of care, including equipment functions and uses; and
- Assure that all certifications, licenses, training, and registrations are up-to-date and on file at the City of Lennox Administration Building; and
- Provide a minimum of twelve (12) shifts per year, one (1) shift per month.

QUALIFICATIONS

Educational Requirements:

- Minimum of either a high school diploma or GED as evidence of a high school education; and
- State of South Dakota Certification as an EMT-Paramedic; and
- Must be able to fluently speak, read, write, and understand the English language.

Certifications and Licensure:

- Current AHA CPR, BLS for Healthcare Providers, EVOC, ACLS, AMLS, PEPP, PALS, and PHTLS; and
- State of South Dakota Certification as an EMT-Paramedic and National Registry Emergency Medical Technician-Paramedic (NREMT-P); and
- Current licensure through the South Dakota State Board of Medical and Osteopathic Examiners; and
- Current State of South Dakota Driver License; and

- Proof of valid licensure will be required prior to employment, or obtained within an agreed upon timeframe.

PHYSICAL REQUIREMENTS

The applicant must be able to:

- Have sustained physical effort in walking, standing, sitting, climbing, stooping, squatting, kneeling, pushing, pulling, reaching, lifting, and carrying;
- See, hear/listen, speak clearly, perform simple touching;
- Drive and operate an ambulance in a safe and effective manner;
- Lift and carry medical equipment as necessary to deliver emergency care to patients;
- Lift and carry ill and/or injured patients, as well as, pushing and pulling of the stretcher (applicants must be able to lift 60 lbs); and
- Climb stairs or terrain in order to access patients, and to remove them from the location found.

WORKING ENVIRONMENT

Working conditions include being indoors or outdoors anytime of the day and in any kind of weather with frequent exposure to disagreeable elements, danger, and noise. The setting may be in bright daylight, indoor lighting, or no lighting at all. Temperature ranges may include very hot to very cold. It may be noisy and fumes may be present from equipment or machines. The area may be confined. The conditions may be hazardous, including exposure to human excrement, blood, urine, mucous, infections, parasites, and tissue.

DUTIES AND TASKS

- Respond to emergent/non-emergent calls in a timely professional manner;
- Complete the daily tasks for that specific date;
- Participate in community involvement activities (parades, standby operations, etc.) as needed on dates paramedic is scheduled to work;
- Complete trip reports of all ambulance calls paramedic responds to in a timely manner (within a five (5) day timeframe of a call); and
- Other duties as assigned by the Lennox Area Ambulance Service Board of Directors.

Disclaimer:

The information provided in this job description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted, as a comprehensive inventory of all duties, responsibilities, qualifications, and working conditions required of employees, assigned to this job. The Lennox Area Ambulance Board of Directors and The City Council have the sole discretions to add or modify duties of the job and to designate other functions as essential at any time.

Employee Acceptance:

Employee Signature

Date

Employee Printed Name

Reviewed By:

Lennox Ambulance President

Date

Lennox City Alderman

Date