



Paramedic Specialist

Position Description

Assigned Division : Emergency Operations

FLSA Status: Non-Exempt

Position Summary :

Provides efficient and immediate basic and/or intermediate life support care to the critically ill or injured patients at incident scenes. Provides care until care is transferred to emergency medical services (EMS) transport or hospital personnel. May administer medication(s) orally, nasally, intravenously, or by injection; use equipment to include but not limited to cardiac monitors, airway suction units, and other medical equipment. May administer advanced life support care to sick or injured individuals in accordance with applicable standing orders and industry regulations. Performs various exterior fire suppression and support functions as needed.

Essential Functions:

- a. Provide leadership during medical/trauma incidents by controlling the scene and directing EMTs and other responders.
- b. Administer BLS and ALS care to sick or injured persons in pre-hospital settings.
- c. Administer medications orally, nasally, intravenously, or by injection when applicable.
- d. Conducts post-hospital follow-up care including, but not limited to medication reconciliation and management, clinical evaluation and treatment, social and behavioral health needs assessment and referral, and patient education.
- e. Conduct daily inspections of the department's equipment and apparatus and ensure that equipment and apparatus are in place and ready for use.
- f. Ensure all pre-hospital medication quantities are correct and in-date.
- g. Supports department Quality Assurance Program through reviews of electronic patient care reports for assigned shift.
- h. Assist Chief Medical Officer with inventory control and logistics related to emergency medical services as needed
- i. Perform emergency and non-emergency driving roles of assigned fire department apparatus and vehicles.
- j. Participates in community outreach events.
- k. Performs all other duties deemed necessary by the Deputy Fire Chief and Fire Chief.

Fire Department Auxiliary & Support Functions:

- a. Assist with establishing a water supply on fire scenes.
- b. Place ground ladders for access and egress on a fire scene as directed by fire companies and / or incident commanders.
- c. Operate exterior handlines and master stream devices on fire scenes.
- d. Provide medical evaluation for fire personnel and other responders on incidents scenes.
- e. Assist with the setup and operation of incident rehabilitation needs on incident scenes.
- f. Provide medical support of District's special operations programs.
- g. Perform other tasks or assignments as directed by the Fire Chief or their designee.



Additional Duties:

- a. Performs general administrative / office duties as required, including typing reports and correspondence, entering and retrieving computer data, copying and filing documents, sending and receiving emails, answering the telephone, etc.
- b. Keeps work area clean and safe.
- c. Ensures professionalism and exceptional customer service during all interactions while performing job duties.
- d. Exhibit strong ethical standards; create trust and integrity with co-workers, customers, and community.

Emergency Assignments

Every St. Johns Fire District employee has regular and recurring emergency management responsibilities, though not every position requires routine deployment to natural or manmade disasters. All positions are subject to emergency recall for emergency management operations. This may require irregular work hours, work at locations other than their official duty stations, and may include duties other than those specified in their official job description.

Minimum Education and Qualifications:

- High School Diploma or General Education Degree (GED)
- One (1) year of related experience (EMS, Fire Department, Medical Field)
- Valid National Registry Emergency Medical Technician – Paramedic Certification
- Valid CPR Certification
- Valid South Carolina Drivers License (or valid license from another state with the ability to obtain SC license within 1 month of hire)

Preferred Qualifications:

- Current ACLS Certification
- Current PALS Certification
- CPR / BLS Instructor Certification
- NIMS ISC-300
- IFSAC / Proboard Firefighter 1 & Firefighter 2

Expected to protect the privacy of all patient information in accordance with the District's privacy policies, procedures and practices as required by federal and South Carolina law and in accordance with general principles of professionalism as a healthcare provider.

• May access protected health information and other patient information only to the extent that is necessary to complete job duties. May only share such information with those who have a need to know specific patient information to complete their job responsibilities related to treatment, payment or other company operations.

• Encouraged and expected to report, without the threat of retaliation, any concerns regarding the District's policies and procedures on patient privacy and any observed practices in violation of that policy to Human Resources Manager



St. Johns Fire District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Agency will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with HR.

I acknowledge that St. Johns Fire District has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Fire Chief (or HR) Signature

Date