**CITY OF FLUSHING**

**JOB DESCRIPTION**

**Classification: EMT/Paramedic**

**Status: Part-time**

**Primary objectives / Responsibility of Position Including but not limited to:**

1. The EMT/Paramedic must be able to perform life-saving functions without the resources that are normally available in the hospital setting. He/she must be able to function independently in the event of a communications failure.

2. Shares in the responsibility for the care of the sick and injured, in accordance with the guidelines set forth by the State of Michigan, Flushing Fire EMS, and the Genesee County Medical Control Authority.

3. The EMT/Paramedic must act appropriately using his/her own discretion to maintain control and organization of pre-hospital scenes while following written/verbal Medical Control protocols and orders.

4. This position reports to the Flushing Fire EMS Chief, EMS Manager, or supervisor as per the determined chain of command.

**Other Specific Roles and Responsibilities:**

1. Shares in the responsibility of the EMS and Fire department complex cleaning and routine up-keep.

2. Shares in the responsibility of maintaining and ensuring that emergency apparatus is clean, stocked, and always prepared for service.

3. Will perform work-related duties as assigned by EMS Chief, EMS manager or supervisor.

**Professional Relations:**

1. Participates as requested in community outreach, education of other health care professionals and the public, standbys, etc. as directed by management.

2. Respects the needs and rights of co-workers, patients, and the public.

3. Assists in promoting and maintaining positive relationships with the EMS and Fire fields.

4. This position dictates a high degree of confidentiality.

**Professional Performance Standards**

**Patient Care:**

1. Performs initial and on-going assessment of each patient.

2. Able to independently direct the pre-hospital care of patients at the level of Basic Life Support (BLS) & Advanced Life Support (ALS).

3. Accurately, thoroughly, and professionally documents patient care utilizing the prescribed electronic patient care charting system in a timely manner.

4. Collects data in a systematic and continuous manner. This data is accessible, communicated, and recorded.

5. Utilizes the appropriate Medical Control protocols: Recognizes and communicates pertinent changes in health status to the on-line medical control, if necessary.

6. Performs techniques and procedures as ordered by a physician or outlined in the Genesee County Medical Control Authority Pre-Hospital Protocols.

7. Operates and drives EMS vehicles in a safe manner and in due regard to public safety.

8. Able to make appropriate patient care decisions based on patient assessments, strong clinical judgment, and the best interest of the patient.

**Communications:**

1. The EMT/Paramedic is required to efficiently operate radio equipment, which is the primary link to the emergency physician as well as other responding emergency units.

2. Coordinates by radio with other public safety vehicles, personnel, and agencies.

3. Must be able to speak English fluently.

**Operation of the Program:**

1. Participates in EMS staff meetings.

2. Attends all mandatory meetings and completes all assigned training as determined by management.

3. Communicates safety concerns to his/her immediate supervisor.

4. Acts as a preceptor to new personnel and students for orientation to policies, procedures, protocols, equipment, and their role with the EMS system.

**Working Conditions:**

1. EMT/Paramedic work involves a wide variety of duties and atmospheres. Duties range from repetitious maintenance of vehicles, equipment, and living quarters. Often the work atmosphere consists of extreme weather conditions without adequate lighting, space, safety, and/or personnel.

2. The EMT/Paramedic must be able to adapt in assessing, lifting, and extrication maneuvers that do not negatively impact patients, fellow co-workers, or self.

3. The EMT/Paramedic must be able to work under physical and mental pressure produced by working with patients during emergency and non-emergency conditions.

4. May be exposed to communicable diseases, bodily fluids, or other dangers related to direct patient care.

5. Part-time employees must be willing to work all types of shifts to include nights, weekends, and holidays.

6. Accepts and is willing to occasionally work beyond scheduled shift hours due to ongoing operations such as late EMS runs.

**Entry / Educational Requirements:**

1. High School graduate or equivalent.

2. Possess and maintain a State of Michigan EMT or Paramedic License.

3. Paramedics one (1) years EMS experience in an active EMS system preferred for part-time candidates, left to the discretion of the Fire chief or EMS Manager.

4. EMT’s six (6) months’ experience in an active EMS system preferred for part-time candidates, left to the discretion of the Fire chief or EMS Manager.

5. Must hold and maintain a valid Michigan driver’s license and maintain satisfactory driving record as defined by the City of Flushing insurance carrier.

6. Must have a certified Emergency Driving Class through either the Michigan Firefighters Training Council or equivalent, approved by the fire chief or EMS Manager.

7. Possess and maintain AHA CPR certification for healthcare providers.

8. Must achieve active status and all requirements as prescribed by the applicable Genesee County Medical Control Authority and maintain thereafter.

9. Effective verbal and written communication skills.

10. Computer literacy / skills preferred.

11. Must pass a criminal background investigation.

12. Must pass all required medical and drug screenings as per City of Flushing guidelines.

**Continuing Education Requirements:**

1. Must maintain a current Michigan EMT/ Paramedic Licensure as required by the Michigan Department of Public Health, EMS Division

2. Participates in on-going quality improvement/assurance programs and associated in-service trainings and meetings as well as attend trainings or completes assigned trainings during shifts

3. Identifies and assists in meeting professional and educational needs of self and others.

4. Responsible for tracking one’s own CEU’s obtained towards any required licenses.

5. Responsible for scheduling one’s own recertification required courses such as BCLS, PHTLS, PALS, State Licensure, etc.

6. Must maintain current level of function with the Genesee County Medical Control Authority.

7. Seeks out and obtains ongoing education for professional development and the betterment of the department.

**Personal Qualifications:**

1. Be of sound mental and physical health.

2. Ability to demonstrate sound judgment and completes emergency calls with regard to professionalism.

3. Ability to communicate effectively both in written and verbal interactions.

4. Ability to work well with others and in the “team concept” way.

5. Must be at least eighteen (18) years of age.

6. Ability to represent Flushing Fire EMS to the public as a caring and professional service

**Wages:**

**EMT $18.00 per/hr**. **Paramedic $22.00 per/hr. Maximum Hours: 30 hours per week.**

12 Hour Shifts 0600-1800 & 1800-0600