

PERKINS COUNTY PARAMEDIC JOB DESCRIPTION

Class Title: **Perkins County EMS Paramedic/ Ambulance Billing Coordinator**

Department: **Perkins County Ambulance**

Perkins County, Nebraska is looking for one (1) or two (2) capable individuals to serve our county as highly trained professionals attending, but not limited to, primarily out-of-hospital medical incidents. To be effective in this job, the ideal candidate must be very competent, knowledgeable, as well as self-motivated and compassionate. These individuals must also be able to work with a variety of coworkers in several different capacities. Applicants must possess at a minimum, a current EMT license with the desire to obtain Paramedic license within 12 months.

GENERAL PURPOSE

Perkins County Paramedics will perform a variety of technical and administrative work as well as ambulance response for Perkins County Ambulance. These duties will include, but may not be limited to, patient care, documentation, education/training, personnel and department certifications, protocol development and compliance, data analysis, liaison with the Perkins County Ambulance Medical Director and community medical partners. Maintains equipment and ambulances. Prepare and process EMS Billing. Will also be available

SUPERVISION RECEIVED

Works under the direct supervision of Perkins County Commissioners. Will work directly with Perkins County Ambulance and with Perkins County Community Hospital

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assists in planning, organizing, and coordinating projects and activities to ensure the efficient and effective provision of life safety services to the community; Provides long range planning and ongoing development of EMS services.

Assists and tracks all certifications necessary for compliance with applicable State of Nebraska rules and regulations; Explores and/or develops community health programs with community partners.

Provides educational leadership and works effectively with the program medical director, administration, related agencies, and community groups.

Ensures compliance with all federal, state and local laws, rules and regulations and ordinances as they pertain to EMS operations. Provides long range planning and ongoing development of EMS services.

Assists in department administrative activities as assigned, including updating, interpreting, and evaluating administrative code, operating procedures, and EMS protocols.

Monitor trends in pre-hospital care and training and perform utilization predictions and cost-benefit analysis on new equipment, training programs and therapies for incorporation into system.

Performs emergency aid activities including administering first aid and providing other assistance as required; Participates in training for emergency response and related subjects. Operates radio and other

communication equipment.

Fulfills obligations during working hours related to department activities.

Meets with community and business representatives and the public on all aspects of the Perkins County Ambulance activities and assists with department presentations/instruction during community outreach programs.

Maintains equipment, apparatus, and facilities; Performs minor repairs to equipment. Performs general maintenance work in the upkeep of facilities and equipment; cleans and washes walls and floors; cares for the grounds around stations; performs various inspections and upkeep on department equipment.

Assists with management of supplies and assists with stocking equipment. Evaluates and stocks apparatus.

May assist in developing plans for special assignments such as emergency preparedness, hazardous communications, training programs, hazardous materials, and emergency aid activities.

Assists with performing public education and prevention activities including but not limited to giving tours of the station, instruction of department activities to shareholders, building walk-through and compliance inspections, making presentations to schools and community organizations and works with community partners.

Assists the Perkins County Ambulance Captain, Fire Chief and Assistant Chief with administrative, support services, instruction of courses and/or operational responsibilities as needed.

Assists with documentation pertaining to response and calls for services. Maintains records for calls and review Quality Assurance and Quality Improvement periodically. Prepares a variety of reports and records including but not limited to supply requisitions, incident reports, training reports, and response reports.

Maintains a positive working relationship with all county-wide fire department members, Perkins County Sheriff's Office, surrounding EMS agencies, private EMS transport companies, and other community members and organizations.

Prepares and processes billing statements for Perkins County Ambulance. Including but not limited to billing policies, procedures, and ambulance billing codes.

PERIPHERAL DUTIES

May be asked to attend conferences and meetings to keep abreast of current trends in the field. Other related duties as assigned. May assist at Perkins County Community Hospital.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

High school diploma or GED equivalent.

A current Nebraska license of EMT, AEMT, or Paramedic or willingness to obtain within 3 months of hire.

Current CPR certification

Necessary Knowledge, Skills and Abilities:

Working knowledge of driver safety; working knowledge of first aid;

Ability to learn the operation of emergency equipment; ability to perform strenuous activities, training or station maintenance activities for prolonged periods of time under various conditions; ability to act effectively in stressful situations; ability to follow verbal and written instructions; ability to communicate effectively orally and in writing; ability to establish effective working relationships with employees, volunteers, other agencies, and the general public; ability to meet the special requirements listed below.

Thorough knowledge of emergency services principles, procedures, techniques, and equipment; working knowledge of first aid and resuscitation techniques and their application as demonstrated through State certifications; considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations.

Ability to perform work requiring good physical condition; ability to communicate effectively orally and in writing; ability to exercise sound judgment in evaluating situations and in making decisions; ability to effectively give and receive verbal and written instructions; ability to establish and maintain effective working relationships with other employees, volunteers, supervisors, and the public; and ability to meet the special requirements listed below.

SPECIAL REQUIREMENTS

Must be Nineteen (19) years of age or older at time of employment.

Must possess, or be able to obtain by time of hire, a valid Nebraska state driver's license.

Subject to a background check.

Ability to read and write the English language.

Live within Perkins County.

Successfully pass physical examination including drug testing.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk or hear, stand, walk, use hands to finger, handle, or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl and taste or smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes. Individual is exposed to hearing alarms and hazards associated with department functions.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet in office settings, and loud in various apparatus bays.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview, and reference check.

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.