



GLACIAL RIDGE
HEALTH SYSTEM *heartfelt care*

PARAMEDIC

EMT-Basic and Paramedic Job Descriptions

The EMT Basic or EMT Paramedic is responsible for delivering and administering high quality care and transportation to ill and injured patients. The EMT Basic or EMT Paramedic must demonstrate clinical competency and compassion in providing for the physical and emotional needs of patients.

Organizational Relationships:

- Reports to and receives direction and leadership support from the Medical Director or EMS Director.

Qualifications:

- Must have at least 5 years experience in EMS field. Must be at least 18 years of age
- Must have at least a high school diploma
- Current National Registry certification is encouraged at the level applied for
- Current MN certification at the level applied for
- Current Healthcare Provider CPR card. Additionally, for Paramedic applicants:
Current Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS), Neonatal Resuscitation Provider (NRP) and Basic Trauma Life Support (BTLS) or Pre-Hospital Trauma Life Support (PHTLS)
- Current, non-suspended or revoked, MN driver's license and have an insurable driving record
- Must have proof of training in Emergency Vehicle Operations (EVOC).
- Must be physically and mentally able to safely perform the responsibilities and duties of the position. This will require you to be in good physical health with no medical disabilities that would impair your ability to perform the duties required of the position. Sometimes your duties will be performed in hazardous locations, such as highways, farms, and industrial areas; or, you may be working with violent patients or in situations that violence could potentially erupt. You may be required to lift 100 pounds or more with assistance; there will be considerable lifting and moving of heavy patients from various physical places that may NOT allow for proper lifting techniques.
- Must have strong written and oral communications skills.
- Must have strong interpersonal skills.

Duties/Responsibilities:

- Perform emergency medical care to and transports ill and injured persons at the level of current certification/licensure and education, adhering to the protocols of the service and assisting the emergency

department and hospital staff.

- Promotes an environment of teamwork with fellow crew and various outside agencies which you will be working with. Communicates tactfully, professionally, and sensitively to the patient(s), family, bystanders, volunteers, and other professionals that will be encountered during a call.
- Operates the emergency vehicle safely, adhering to the guidelines from the EVOC curriculum and applicable laws and statutes governing the operations of said vehicles.
- Maintains vehicle compartments and equipment during your shift, reporting all deficiencies to the Director or their designee; cleans equipment and restocks supplies after a run; does various equipment/truck checks as required by the company.
- Collects and records patient data, assessment, and treatments provided accurately on the medical record and adheres to company policy and HIPAA requirements regarding patients' right to privacy. Fills out and files the appropriate paperwork for each run in a timely manner for continuance of care, QA/QI, and billing purposes.
- Performs work related to public relations as required (e.g. school demonstrations, standbys at local events, interagency drills, etc.).
- Demonstrates proficiency in reading maps and navigating the call area.
- Maintains active status by signing up for the minimum required hours each month; maintains licensure via refreshers, seminars, and CEU's as needed (some training will be provided, some training will need to be accomplished by the employee).
- Maintains a professional appearance, especially while dealing with the public, acting professionally at all times; shall handle conflict situations with good judgment.
- Attends required training as delegated by federal, state, and local laws and statutes (e.g. annual infection control training, Haz-Mat training, etc.)
- Performs any or all duties requested or assigned by the Medical Director or EMS Director.

Hours:

- Full or Part-time.

• 8/10/12/24 hour shifts including but not limited to days/nights/and weekend may also include on call hours.

Submit an application or resume online at www.glacialridge.org. Or mail your resume to:

Glacial Ridge Health System
Attn: Gordon Paulson, HR Manager
10 Fourth Avenue SE
Glenwood, MN 56334