



COUNTY OF MARLBORO

JOB POSITION DESCRIPTION

JOB TITLE: Community Paramedic
DEPARTMENT: Emergency Medical Services
REPORTS TO: EMS Director **FLSA STATUS:** Hourly
DATE APPROVED: 09/07/2021 **APPROVED BY:** JRM

I. PURPOSE / SUMMARY:

Under general supervision, performs skilled and technical work in Emergency Medical Services. Functions alone and as a member of a healthcare team providing assessment and care to patients with chronic medical, prenatal, and behavioral problems. Identifies patient's needs and assists in connecting patients with available community and medical resources. Provides 911 QRV assistance and at times of emergencies of critical staffing or adverse weather conditions may be assigned to an Advanced Life Support (ALS) Ambulance. Performs in accordance with established community paramedicine procedures and techniques. Exercises considerable independent judgment in evaluating duties. Supports existing health services by providing integrated health services in partnership with other health professionals. Extends access to health services delivery in underserved and general populations, including primary care, public health, disease management, prevention, and wellness.

II. RESPONSIBILITIES:

- 1) Performs essential functions of a paramedic.
- 2) Receives referrals and schedules community paramedic visits.
- 3) Examines, screens, treats, and coordinates health services for patients.
- 4) Conducts post-hospital release follow-up care including, but not limited to, monitoring medication, dressing changes, and checking vital signs.
- 5) Observes, records, and reports patient's conditions and reactions to drugs, treatments, and/or significant incidents to physicians.
- 6) Conducts patient education, including diabetes prevention/treatment, hypertension, Congestive Heart Failure (CHF), Chronic Obstructive Pulmonary Disease (COPD), falls assessment, injury evaluation, geriatric frailty visits, prenatal related treatments, and nutrition.
- 7) Administers patient care consistent with community paramedic protocols.
- 8) Coordinates appointments and follow-up with physicians and hospitals.
- 9) Develops and completes appropriate reports and templates for the Community Paramedic Program.
- 10) Attends meetings as requested and available.
- 11) Participates in trainings to maintain competencies and credentialing of both Paramedic and Community Paramedic.
- 12) Provides training to personnel as requested.
- 13) Performs duties in accordance with medical restrictions as prescribed as well as applicable state and federal laws, local ordinances, established policies, procedures, and protocols.

- 14) Ensures all community paramedic encounters are documented within the community paramedic protocols.
- 15) Provides medical care at the Basic Life Support level and Advanced Life Support level, as appropriate.
- 16) Wears protective equipment when contact with bodily fluids of patients' is possible, and reports incidents of significant exposure; cleans or discards contaminated equipment, according to established policies and procedures.
- 17) Maintains clear and concise communication with patients, patient's family, physicians, and other healthcare personnel utilizing two-radios, or telephones, as available; establishes rapport with family members of patients or bystanders.
- 18) Receives and reviews various documents, including patient information, referral information, and hazards memos, etc.
- 19) Prepares, processes, and submits incident reports and supply inventory reports.
- 20) Operates and performs routine checks of department emergency vehicles.
- 21) Uses various software programs including electronic health records and general office software.
- 22) Prepares, reports and logs observations, incidents and treatments performed; documents deviations from standard operating procedures, ensuring that deviations are in best interests of patient.
- 23) Works nights, weekends, and holidays when needed to ensure the health and wellbeing of participants in the program.
- 24) Works community events, some of which will fall outside of the normal daily schedule.
- 25) Staffs 911 response unit in times of inclement weather or staffing crisis. Such times may occur outside of normal routine scheduling.
- 26) Other duties as assigned.

All County employees are considered public servants for the citizens of Marlboro County. When requested before, during, or after an emergency event, County employees are expected to work and serve the public in coping with the emergency.

III. SKILLS/EDUCATION/OTHER REQUIREMENTS:

- 1) Required Education and Experience
 - Graduation from high school and two years of experience as a Paramedic.
 - Must possess a valid state driver's license.

IV. CERTIFICATIONS REQUIRED:

- Current South Carolina and National Registry Paramedic Certification.
- South Carolina Driver's License.
- Current Credentialing as Community Paramedic Preferred.
- Must obtain South Carolina and National Level Certification as Community Paramedic within 1 year.

V. SUPERVISION:

This position has no supervisory authority.

DISCLAIMER

This job description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required and the responsibilities of the position may change.