

TURTLECREEK TOWNSHIP

An Equal Opportunity Employer

JOB POSTING

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Dept./Div.: Emergency Medical Service

Position Title: Paramedic

Pay: \$17.00 per hour (yearly \$45,968)

Position Available: 1

Reports To: OIC

Employment Status: Full-time

Normal Hours: (Varies) 96 hours bi-weekly

FLSA Status: Non-exempt (hourly)

JOB RESPONSIBILITIES:

Under the direction of the Captain, and the general supervision of the Chief and Assistant Chief, responds to the scene and assists victims of emergencies per departmental policy and procedures and per protocol approved by the medical director.

QUALIFICATIONS: Any combination of training and work experience which indicates the possession of the knowledge, skills and abilities listed below. An example of acceptable qualifications:

Completion of secondary education (high school, GED, or equivalent); negative pre-employment drug screen and background check.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid State of Ohio driver's license and remain insurable under the Township's vehicle insurance policy; certified as a Paramedic by the State of Ohio.

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101.

1. Responds to emergency scenes and functions as a Paramedic, per departmental policy and procedures, and per protocol for level of certification as approved by the medical director of Turtlecreek Township Emergency Medical Services.
2. Operates EMS vehicles and other related equipment; assists with the routine maintenance, cleaning, and disinfecting of EMS vehicles and equipment.
3. Responsible for reporting any incidents occurring on EMS runs, equipment malfunctions, or other problems to the Fire Chief or the Assistant Chief; enters run reports into computer; gathers and records all pertinent information; maintains accurate records.
4. Assists with the re-stocking of supplies/equipment for EMS units after runs and during daily squad/equipment checks; cleans and puts away dirty equipment that has been returned from the hospital; assists with EMS unit inventories and maintaining sufficient supplies.
5. Assists with monthly personnel training; attends monthly business and training meetings.
6. Responsible for the maintenance and cleanliness of personal protective clothing and uniforms as issued by the department.
7. May include firefighting duties, if certification held, and staffing is appropriate.

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8. Demonstrates and maintains satisfactory public relations.
9. Maintains required licensure and certification.

10. Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

1. Assists in the maintenance and cleanliness of the station.
2. Performs any other related duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: Township and Departmental policies and procedures; geographic layout of jurisdiction; emergency medical care procedures; first aid practices; cardiopulmonary resuscitation; medical technology; proper lifting techniques; public relations.

Skill in: computer operation; use of modern office equipment; motor vehicle operation; use or operation of medical equipment.

Ability to: carry out instructions in written, oral, or picture form; deal with problems involving several variables within familiar context; recognize unusual or threatening conditions and take appropriate action; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; read, copy, and record figures accurately; perform basic addition and subtraction; complete routine forms; respond to routine inquiries from public and/or officials; communicate effectively; understand a variety of written and/or verbal communications; maintain records according to established procedures; develop and maintain effective working relationships; lift, position, and move individuals according to established procedures; maintain fitness standards.

EQUIPMENT OPERATED:

Ambulance and other emergency vehicles; emergency medical equipment; office equipment; hand tools; two-way radio.

POSITIONS SUPERVISED:

None.

ADDITIONAL/CERTIFICATION/OSHA REQUIREMENTS:

Annual HIPAA Training
Annual Blood Borne Pathogen Training
Annual Protocol Test
Maintain current CPR Certification
If applicable, maintain ACLS/PALS

Application Procedure: Resumes and applications will be accepted at the Administrative Bldg., 670 N. State Route 123, Lebanon, Ohio 45036.

Employer Paid Full Medical Benefits.

Application Deadline: Open until filled

Posted January 26, 2021