

FIELD STAFF MEMBER
Pulaski County Public Safety Department

Department: Public Safety

Reports to: Lieutenants (EMS11-19)

Supervision Exercised: None

Supervision Received: Work is performed with minimal instruction and supervision. Employee will undergo a six-month orientation period and will be evaluated at the end of the six-month term. Employee will be evaluated annually thereafter.

Classification (FLSA): Non- exempt, Volunteer, Associate Member, and both Part and Full-Time Career Staff.

Work Hours: As scheduled, 24-hour shifts requiring holidays and weekends.

Essential Employee: Yes, see Pulaski County Personnel Policy.

ESSENTIAL FUNCTIONS: Responds to and provides care for patients in the prehospital setting. Interacts with other EMS personnel as well as other institutions (Nursing Homes, Hospitals, Physician's Offices, Business, Industries) and agencies (Fire Departments, Law Enforcement) in order to assure quality care for the patient. Performs tasks related to the maintenance of equipment and facilities in order to respond to calls appropriately. Capable functioning as the Attendant in Charge on emergency calls, while responding to calls, and while working with others to maintain stations and equipment. Is actively involved with; the recruitment, retention, and training of other personnel, providing public education and information and the actual delivery of field ambulance and rescue services according to established policies and protocols.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions. Employee must successfully pass a drug test and background check.

RESPONSIBILITIES:

- Maintains the standards of prehospital care by applying policies, procedures and protocols to situations in order to produce positive results for the patient, the community, and the organization.
- Works to establish and maintain positive customer relationships both inside and outside of the organization.
- Performs efficiently in emergency situations, both as the coordinator of care delivered by others and while actually delivering care.
- Must possess good oral and written communication skills.
- Communicates effectively with the receiving hospital in order to relay significant patient information and request orders as necessary.

- Completes documentation necessary for medical records, billing, quality assurance and staff education.
- Continues to develop and enhance knowledge and skills relating to the care of EMS patients by utilizing in-service training, reading material and other sources of continuing education.
- Considers the safety of himself/herself and the other members of their team to be of paramount importance. Demonstrates compliance with established safety and infection control standards.
- Participates in the economical utilization of equipment and supplies.
- Completes ambulance checklist, reports and/or corrects deficiencies and participates in activities related to vehicle and equipment maintenance.

ADA REQUIREMENTS: Emergency Medical Services is both a physically and emotionally demanding field. Staff members, who cannot physically or emotionally perform the tasks required, must be relieved from duty, either voluntarily or involuntarily. See VaOEMS TR-14A/TR-14B for minimum function job descriptions. Working conditions include:

- Normal work environment includes duties work out-of-doors in all types of extreme weather and temperature conditions.
- Appropriate protective measures are required for all procedures or other job-related tasks that involve an inherent potential for mucous membrane or skin contact to blood, body fluids, or tissue, or a potential for spills or splashes of them.
- Hepatitis B Vaccination is strongly recommended.
- Potential exposure to hazardous materials.
- Lifting and positioning of patients is required.
- May be exposed to hazardous situations due to: Violent patients and bystanders, Rescue work at emergency scenes, such as motor vehicle collisions, industrial and construction sites
- Must operate and travel in emergency services vehicles under both emergency and non-emergency conditions.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to complete orientation and precepting process.
- Detail oriented and ability to follow complex instructions and procedures.
- Ability to work independently and be proactive with patient needs.
- Must possess excellent oral, written and interpersonal communication skills.

EDUCATION AND EXPERIENCE:

- Certification as an EMS provider by the Virginia Office of EMS.
- Certification must be maintained at or above the level at the time of hire, or obtain approval from the Executive Director.
- Completion of precepting process and any other training as required.

SPECIAL REQUIREMENTS:

- Career Staff must meet and maintain all County and Insurance requirements to operate county vehicles, and successfully complete the driver clearance process.

- Volunteer Staff that wish to operate county vehicles must meet the same standards, but only career staff are required to do so.
- Meets minimum monthly availability/time worked required for position
 - Full-time field staff: Works a variety of rotating shifts, or are scheduled monthly for those not on recurring pattern shifts. Schedule requests must be submitted to the Schedule Coordinator by the 15th of the preceding month.
 - Part-time field staff: Submits the required hours of availability each month to the Schedule Coordinator, no later than the 15th of the preceding month.
 - Volunteer field staff: Works a minimum of 20 hours per month, documented as directed by the Volunteer Coordinator.

LIFETIME MEMBER: Once a volunteer member has maintained an active membership for a period of at least 10 years, and would like to no longer respond to emergency calls, but maintain a level of affiliation with the agency, they may elect to take a “Lifetime Membership”. This would relieve the volunteer from certification requirements, availability requirements, station duties, response duties, etc. The Lifetime Member would then relinquish any and all agency owned equipment, but still enjoy the benefits provided by the locality in which they live. The Lifetime Member should maintain current contact information with the administrative office in order to receive any relevant news, benefit information, etc.

The acceptance or denial of a Lifetime Membership request will be the decision of the Executive Director. If the Lifetime Membership status is granted, the membership only includes the member themselves and cannot be passed to other family members.

PROFESSIONALISM AND CONFIDENTIALITY:

- Patient environment, which requires maintaining privacy and confidentiality of information.
- Understands and consistently implements all County policies and procedures.
- Shares knowledge and assists other staff with day-to-day activities to promote effective teamwork to accomplish the goals of the department.

TRAINING AND JOB DEVELOPMENT:

- Develops and sets own personal goals for acquiring new skills and job growth.
- Participate in conferences, workshops, webinars, trainings and other opportunities as required by the department.
- Works with staff to discuss and resolve problems and provide ideas for improvement and efficiency within the department.

Note: This job description is not intended to be all –inclusive nor is it intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. An employee will also perform other reasonably related job responsibilities as assigned by the County Administrator, department head or supervisor. Pulaski County reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all county policies, procedures and position requirements.

Employee: _____

Date: _____