

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.

Safety Sensitive Position Per VA Code 2.2.1201.1 – Fingerprinting Required

Age Requirement: Individual must be at least 18 years of age

REQUIRED TESTING/SCREENING, LICENSES, AND CERTIFICATIONS: Drug & Alcohol Testing, Fingerprinting, Physical Examination/Medical Clearance, Immunization Screenings, Psychological Screening, Background Screening, Current Driver's License, & Driving Record Required. Certification as an Emergency Medical Services (EMS) provider through the Virginia Office of Emergency Medical Services (OEMS) at the level required for the position (EMR, EMT, Advanced EMT, or Paramedic). Must have Emergency Vehicle Operator Course (EVOC) certification or ability to obtain within a specified period after hire, must maintain all required certifications, licenses, and credentials as a condition of employment. Hepatitis B Vaccination is strongly recommended.

Alternate Essential OR Essential Employee: Yes, please see Pulaski County Personnel Policy.

Residency Requirements: Not required.

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

- Meets minimum monthly availability/time worked required for the position
 - Full-time field staff: Works a variety of rotating shifts for a total of 48 hours per week, or are scheduled monthly for those not on recurring pattern shifts. Schedule requests must be submitted by the 15th of the preceding month
 - Regular Part-time field staff: Works 24 hours per week as scheduled. Submits the required hours of availability each month, no later than the 15th of the preceding month
 - Part-Time field staff: Submits the required hours of availability each month, no later than the 15th of the preceding month, and works at least the monthly minimum hours as required.
 - Volunteer field staff: Works a minimum of 20 hours per month, documented as directed by the Volunteer Coordinator

ESSENTIAL FUNCTIONS: The EMS Field Staff member is responsible for providing safe, effective and timely prehospital emergency medical care in accordance with established policies, protocols and standards. 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 assess and treat patients while providing quality patient care. Maintains accurate and complete documentation, ensuring compliance with safety and infection control practices. Performs tasks related to the maintenance of equipment and facilities in order to respond to calls appropriately. Capable of functioning as the Attendant in Charge on emergency calls, while responding to calls, and while working with others to maintain stations, vehicles, 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 service according to established policies and protocols. Physical presence on the job is required as essential functions and responsibilities are not suited to remote work.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily and meet the requirements set forth by the Commonwealth of Virginia for an EMS provider . 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. Possession of a valid appropriate driver's license issued by the Commonwealth of Virginia for the purpose of operating emergency vehicles while maintaining a good driving record, per policy. 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.

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
- 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

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge

- Knowledge of emergency medical services (EMS) principles, practices, and standards of prehospital patient care
- Knowledge of applicable EMS policies, procedures, protocols, and regulatory requirements
- Knowledge of patient assessment, treatment, and emergency response techniques appropriate to certification level
- Knowledge of safety, infection control, and exposure-control practices
- Knowledge of documentation requirements for patient care records, billing, quality assurance, and regulatory compliance
- Knowledge of EMS equipment, medical supplies, and vehicle readiness standards

Skills

- Excellent verbal, written, and interpersonal communication skills
- Skill in patient assessment and the delivery of emergency medical care
- Skill in communicating effectively with hospitals, healthcare providers, patients, families, and community partners
- Skill in accurately completing patient care reports and other required documentation
- Skill in operating, inspecting, and maintaining EMS vehicles, medical equipment, and supplies
- Skill in time management, organization, and prioritization in fast-paced environments
- Skill in customer service and relationship building with internal and external stakeholders
- Skill in utilizing electronic medical records, reporting systems, and other EMS-related technology

Abilities

- Ability to complete orientation and precepting requirements successfully
- Ability to follow complex instructions, policies, procedures, and protocols with attention to detail
- Ability to work independently and proactively address patient care needs
- Ability to assess, prioritize, and respond effectively in emergency and high-stress situations
- Ability to exercise sound judgment and make timely decisions in dynamic environments

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- Ability to coordinate care and function effectively as a member of a multidisciplinary team
- Ability to establish and maintain positive working relationships with coworkers, patients, healthcare providers, and the public
- Ability to maintain confidentiality and handle sensitive information appropriately
- Ability to identify equipment deficiencies and take appropriate corrective action and/or report concerns
- Ability to adapt to changing priorities and manage multiple responsibilities simultaneously
- Ability to maintain professional competency through continuing education and training
- Ability to utilize resources, equipment, and supplies in a cost-effective and responsible manner

ADA REQUIREMENTS: Emergency Medical Services is both a physically and emotionally demanding field. Minimum function requirements are further described in applicable Virginia Office of EMS standards, including VaOEMS TR-14A/TR-14B. The normal work environment of position includes:

- Work is performed both indoor and outdoor settings and may involve exposure to extreme temperatures, adverse weather conditions, hazardous materials, bloodborne pathogens, infectious diseases, bodily fluids, loud noise, and other potentially dangerous situations.
- Lifting, carrying, pushing, pulling, moving and transferring patients, equipment and supplies is required
- Must perform repetitive bending, stooping, kneeling, crouching, reaching, twisting, climbing and walking
- Must maintain physical stamina and mobility sufficient to provide patient care in confined spaces, uneven terrain and emergency environments
- 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.
- Must demonstrate adequate visual, auditory, verbal and tactile abilities necessary to assess patients, communicate effectively, and safely perform emergency medical procedures
- Exercise sound judgement and maintain emotional stability while functioning effectively in stressful, traumatic and rapidly changing situations
- Must wear and utilize required personal protective equipment (PPE) and comply with established safety and infection control procedures

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent required
- Completion of precepting process and any other training as required
- Successful completion of all required agency orientation, field training, and precepting processes within established timeframe
- See certification section for additional requirements

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, and response duties. 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 and benefit information.

The acceptance or denial of a Lifetime Membership request will be the decision of the Chief of EMS. 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:

- Maintains clinical competency and certifications through ongoing education and training as required by the Virginia Office of EMS at or above the level held at the time of hire unless otherwise approved by the Chief of EMS.
- Supports the efficient use and maintenance of vehicles, equipment and supplies
- 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.
- Employees are required to complete and maintain all mandatory safety and compliance training in accordance with county policy and applicable State & Federal regulations.

Note: This job description is not intended to be all-inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the supervisor or County Administrator. Pulaski County Administration 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 and procedures.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job **without accommodation.**

OR

- I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job **with accommodation(s).**

Please list the accommodation(s) needed to fulfill the essential functions of this job description:

Employee Name: _____
(Please print)

Employee Signature

Date