



City of Hudson
505 Third Street
Hudson, Wisconsin 54016-1694



St. Croix E.M.S.
Emergency Medical
Services
(715) 386-4777
FAX: (715) 386-0804

**JOB ANNOUNCEMENT
CITY OF HUDSON – ST. CROIX E.M.S.
PART-TIME/CASUAL CALL PARAMEDIC**

General Statement of Duties: Casual call paramedic position. Provides care to ill or injured within the scope of practice of paramedics in Wisconsin.

Qualifications: High School Graduate or Equivalent. Must be at least 21 years of age.

- (1) Nationally Registered Paramedic.
- (2) Certified by the State of Wisconsin as a Paramedic.
- (3) Valid motor vehicle operator's license that is not under suspension or revocation in any state.
- (4) Certified in Emergency Vehicle Operations Course (EVOC) or obtained within one (1) year of employment.
- (5) Certified and maintains BCLS certification.
- (6) Certified and maintains ACLS certification.
- (7) Certified and maintains PALS/PEEP certification.
- (8) ITLS or PHTLS strongly preferred.

Other Requirements:

- (1) Must have excellent verbal and written skills.
- (2) Must be able to handle conflict situations with good judgment, professionalism and courtesy.
- (3) Must be able to work with other public safety agencies in a team approach.

Application packets are available at:

- (1) St. Croix EMS (1st Floor of City Hall), 505 Third Street, Hudson WI 54016
- (2) Contact Joanne Kenney at 715-386-4777 or jkenny@ci.hudson.wi.us
- (3) On-line at www.stcroixems.com

**All applications are due at St. Croix E.M.S. (1st Floor of Hudson City Hall) by
4:00 p.m. on May 27, 2011.**

Posted in City Hall lobbies 05/10/2011.

Published in *Hudson Star Observer* 5/12/11 and 05/19/11.

Published on-line at <http://general.jobshq.com/search/index.cfm/page/details/job/354023/employer/26/>

Published on-line at PAAW.us. Published on-line at www.Century.edu



City of Hudson
Position Description
Position Title: **EMT-PARAMEDIC**
Immediate Supervisor: **EMS Chief**
Approved 5/10/2004

Position In Brief: Has the responsibility for the provision of optimum patient care in accordance with State of Wisconsin and all St. Croix E.M.S. & Rescue guidelines/protocols. Shall also be responsible for the safe operation of assigned EMS vehicles in accordance with current Wisconsin motor vehicle codes. Reports to the E.M.S. Chief or in his/her absence, the designated On-Duty Officer.

Qualifications

Education: High School graduate or equivalent. Must have graduated from an accredited Paramedic School.

Age: Must be twenty-one (21) years of age.

Experience: Minimum of one (1) year experience with St. Croix EMS & Rescue.

Licensure/Certification

1. Have or will achieve certification by the State of Wisconsin as a Paramedic.
2. Valid motor vehicle operator's license that is not under suspension or revocation.
3. CPR certification meeting AHA standards.
4. Pre-Hospital Trauma Life Support (PHTLS) and/or Basic Trauma Life Support (BTLIS) certification. Allowable within one (1) year of employment.
5. Certified in HazMat Awareness or equivalent or obtain certification within one (1) year of employment.
6. Certified in Emergency Vehicle Operations Course (EVOC) or obtained within one (1) year of employment. Acceptable equivalent will be honored upon approval by the EMS Chief.
7. Certified and maintains BCLS certification.
8. Certified and maintains ACLS certification.
9. Certified and maintains PALS certification.
10. Must acquire and maintain accreditation by the St. Croix EMS Medical Director(s).

Other Requirements

1. Demonstrate evidence of proficiency in the required ALS and BLS skills. Must have thorough knowledge of medical/trauma assessments, treatment and protocols.
2. Must have the ability to establish and maintain effective working relations with fellow employees, hospital staffs, fire units, police departments, communication centers (dispatch), management, neighboring EMS services and the general public.
3. Must have excellent verbal and written communication skills.

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4. Must be able to handle conflict situations with good judgment, professionalism and courtesy.
5. Must have a working knowledge of the physical layout, street systems, and demographics of St. Croix EMS & Rescue coverage areas.

Duties and Responsibilities

Clinical:

1. Maintains personal knowledge and skills in order to deliver optimum patient care as a paramedic role model for other emergency service personnel.
2. Supervises the performance of EMT trainees and other observers on the BLS unit.
3. Safely operates vehicles of St. Croix EMS & Rescue in accordance with the current motor vehicle codes of the State of Wisconsin.
4. Stocks and maintains the BLS vehicles and its contents in a state of readiness at all times. Maintains St. Croix EMS stations and their contents. Maintains documentation of the same.
5. Works in hazardous environments to insure safety and stabilization of the patient.
6. Works with rescue, fire, and law enforcement agencies as a team for a coordinated effort on the patient's behalf.
7. Documents all patient care, assessments, ALS skills and all service reports in a timely fashion. Documentation shall be legible and accurate.
8. Maintains crew vehicles, radios, equipment, supplies and quarters in a state of readiness twenty-four (24) hours a day, seven (7) days a week.
9. When approved and requested, participates in the training and evaluation of new EMTs joining St. Croix EMS & Rescue.
10. Shall be punctual and ready for their shift.
11. To act at all times in a professional manner and shall be able to handle conflict situations with good judgment.
12. Shall follow the St. Croix EMS chain of command.
13. Shall act in accordance with St. Croix EMS QA program.

Educational:

1. Provides for ongoing personal growth in BLS and emergency care through education and maintenance of state requirements for EMT certification, CPR, and PHTLS/BTLS.
2. Maintains functional awareness of all St. Croix EMS & Rescue guidelines/protocols.
3. Documents all activities in an acceptable manner.

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Public Relations:

1. Participates actively in public awareness and community education programs related to St. Croix EMS & Rescue.
2. Maintains professional appearance of the approved uniform and maintains hygienic and grooming standards.
3. Works on special projects as delegated by the EMS Chief.

Analytical Skills:

1. Must be able to collect and record data for use in the field and for medical records.
2. Must participate in local and regional data collection and quality assurance programs of the Tri-State EMS region and West Central Regional Trauma (RTAC) program.

Communication Skills:

1. Needs to communicate tactfully and sensitively to the volunteers of St. Croix EMS & Rescue.
2. Shall remain apolitical while representing St. Croix EMS & Rescue. Shall abstain from any and all political involvement with outside agencies while on duty or representing St. Croix EMS.
3. Must speak English clearly and write legibly.
4. Must possess basic teach skills.

Physical Effort:

1. Must be in excellent physical health with no medical disabilities that would impair your duty as an EMT-Paramedic.
2. Considerable lifting and moving of heavy patients required.
3. Will need to extricate some patients in a hazardous environment.
4. Work with considerable hazards, i.e., explosions, anoxic environments, violent patients and potential fire risks.
5. May be required to take physical fitness test or medical exams at the expense of St. Croix EMS at any time during your employment.

Support Mission and Philosophy of St. Croix EMS & Rescue:

1. Develop a plan for maintaining your own professional growth and development.
2. Support respect for dignity, welfare, basic rights of all patients and employees.
3. Maintain a high level of competency within the staff.

Date This Position Description Was Last Revised:
Approved 5/10/2004.

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I have reviewed the foregoing position description with:

_____ and hereby approve and acknowledge its contents.

Employee: _____

Date: _____

EMS
Chief: _____

Date: _____