



Upper Pine Fire Protection District

Job Title:	Community Paramedic	Supervisor:	Deputy Chief of Operations
Department/Group:	Operations	FLSA status:	Non-exempt
Hours:	Rotating 24 hour shifts Including but not limited to: after hours Emergency call response	Effective:	May 2023
Level/Salary Range:	Step 1 - \$ 69,066.59 Step 6 - \$80,067.11	Revised:	May 2023
Position Type:	Full time		
HR Contact:	Kim Ruggles		

JOB DESCRIPTION

ESSENTIAL DUTIES:

The Community Paramedic reports to the Division Chief of Operations and/or Fire Chief and works collaboratively with administration and other staff. The primary responsibility is the care and management of the patients enrolled in the Community Health Program. They are responsible for assessment, interaction, and treatment of those patients including facilitating continuity of care by interacting with their Primary Care Physician and alternative healthcare facilities. Also responsible for participating in advanced medical research and treatment modalities as directed by the Medical Director; and other operational support functions as assigned. Additional duties include leadership roles and training/mentoring as assigned. 911 response is required in a two-tiered ALS/BLS system using a QRV or ALS chase unit. Must provide the highest level of medical service and fire protection to the Fire District in alignment with the District's strategic planning, operational and support initiatives. The District has a strategic plan for a combined Urgent Care and Fire Station. This position will have a major role in the development and operation of that program. This is accomplished by the following:

- Understanding a business model for Mobile Integrated Health Care
- Provides guidance and oversight on patient care for EMS calls and activities
- Help establish partnership and collaboration with hospice outpatient and mental health services
- Provides mentoring and EMS education to EMT staff
- Completes comprehensive report preparation and narration of electronic patient care and Fire reports prior to the end of shift
- Chart reviews and patient follow up
- Organizes, manages and procures EMS supply inventory organization wide
- Initiates and maintains crew cohesion
- Assess and treats acutely ill and injured citizens, performs rescue procedures
- Assures appropriate care and maintenance are completed for all assets of the organization including stations, apparatus readiness, equipment, inventory, supplies and goods
- Effectively manages the resources of UPRFPD in a manner that is consistent with the values of the Fire Service – Life Safety, Property Conservation, and Incident Stabilization in a manner that results in the safety and wellbeing of the individual, the community, the organization and the members of UPRFPD
- Attends District and Non District sponsored community service and training events
- Works 24 hour shifts 8:00 a.m. to 8:00 a.m.; averaging 56 hours per week
- Responsibility for maintaining career specific certifications and required licenses
- Identify, analyze problems and find effective solutions
- Report for duty fit to serve



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NON-ESSENTIAL DUTIES:

May serve in various acting capacities as assigned or appointed for vacancies, or for employee development; May be assigned to or assist with special projects as directed.

REQUIRED SKILLS:

- Promotes teamwork with operations and EMS personnel to objectively analyze data/issues, forecast needs, draw conclusions, identify potential solutions, project consequences of proposed actions, effectively implement recommendations
- Ability to establish and operate an emergency command post and function as Incident Commander within the Incident Command System at major fires and emergencies; plan, develop, and implement goals, objectives, policies, and procedures to ensure operational excellence
- Maintains an effective supervisory position under duress; establish effective working relationships with employees, other agencies, and the general public
- Makes sound decisions and facilitate implementation in accordance with laws, rules, regulations, departmental policies and procedures
- Utilizes computers and computer software for information retrieval, analysis and planning, records management, status tracking, report and memo writing, time management, and priority setting
- Ability to work well under pressure of deadlines and constantly changing priorities; fortitude to remain clear-headed and diplomatic in stressful situations
- Aptitude to lead and grow a division through dynamic leadership, mentorship, positive motivation, and employee development
- Embrace a "culture of safety" and "Just Culture"

REQUIRED KNOWLEDGE:

- Just Culture concepts and application of the principles in crew resource management
- Knowledge of current trends in advanced life support EMS and LA Plata County EMS Protocols
- Knowledge of District's ET3 and Community Paramedic Protocols
- Knowledge of UPRFPD protocols /S.O.P's /and Personnel Manual
- Pathway management or patient navigation
- Knowledge of firefighting, rescue techniques and strategies including driver's safety techniques
- Principles of comprehensive report preparation and construction of electronic patient care and emergency incident reports
- Knowledge of UPRFPD district geography, street layout and surrounding areas
- Knowledge pertinent Federal, State and local laws, codes and regulations
- Knowledge of UPRFPD apparatus, medical and firefighting equipment
- Knowledge of Imagetrend Incident Reporting System.
- Future Coordination and Operation in an Urgent Care Clinic

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Physical fitness and safety are conditions of employment. Personal responsibility for physical fitness at the Arduous Fitness Level is a requirement.
- While performing the duties of this job, the employee will regularly work inside and behind a desk as well as work outside in various types of weather conditions, near moving mechanical parts and in



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extreme heights, precarious places, and is exposed to intense heat and/or cold, wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

- The employee is required to be able to properly use and occasionally wear a department issued breathing apparatus.
- Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, running, hand- finger grasping, feeling, talking, hearing, seeing, smelling, and repetitive motions
- Very Heavy Work: Exerting in excess of 150 pounds of force occasionally, 50 pounds frequently, and 20 pounds constantly to move objects.
- Must possess the ability to work in high to loud noise, low and extreme light, dusty, dirty, wet, freezing, high heat, high vibration, and confined spaces, high and unstable environments.
- Fit to perform arduous work, above 100f to below 32f temperatures, altitudes above 5,000’.
- Responsible for physical fitness as defined by NFPA 1583, and passing of medical exam as defined by NFPA 1582
- Remain qualified as an operational firefighter as defined in associated SOP’s including passing the functional ability test, and wild land pack test and participating in the fitness evaluations such as CPAT Fitness Evaluation, Combat Fitness Challenge, and DOL Physical Exam.

QUALIFICATIONS:

- High School Diploma or GED required
- Valid, current, driver’s license
- Motor Vehicle Report acceptable to insurance standards
- Pass Background Check and Drug Screening
- Written and Verbal competency in English Language
- Have a International Board of Specialty Certification (IBSC) as an Community Paramedic or obtain specialty certification within 3 months of employment
- Have or able to obtain Colorado State Certification as a Paramedic
- EMS NEAMSE Level instruction certified within one year
- Three - Five years active Paramedic experience
- National Registry of Emergency Medical Technicians certification at a Paramedic level
- NWCG Current Red Card possession preferred
- Associates or Bachelor College Degree preferred – in related fields preferred
- Served as a Community Paramedic or in an MIH Program preferred
- Outstanding Customer Service Skills and Team Player