

## Montgomery County Hospital District Job Description

**Job Title:** In Charge Paramedic  
**Department:** Field Operations  
**Reports To:** Field Supervisor  
**FLSA Status:** Non-exempt

### SUMMARY

Administers life support care to sick and injured persons in pre-hospital setting as authorized and directed by Physician by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Assesses nature and extent of illness or injury to establish and prioritize medical procedures to be followed or need for additional assistance.

Administers initial treatment at emergency scene and takes and records patient's vital signs.

Assists in extricating trapped victims and transports sick and injured persons to treatment center.

Maintains station in an orderly and clean fashion

Observes, records, and reports to Physician the patient's condition and reaction to drugs, treatments, and significant incidents.

Patient care modalities in accordance with all applicable federal, state, and local laws, regulations and statutes

Adhere to the policies and medical protocols as provided by Emergency Physicians Advisory Board (EPAB)

Perform basic and advanced life support treatment and transport of ill or injured patients

Leadership of, direction, and participation in the delivery of emergency and routine patient care

Give direction to other crew members, and other responding agency personnel on patient care issues

Preparation of run reports for the crew

Assist in maintaining the patient compartments of the vehicles to assure that the vehicle is street ready

Serve as Medical Scene Commander if they are the first to arrive at a Multiple Casualty scene and assuring the appropriate transfer of command if appropriate

Check out and maintaining controlled drug security

Report equipment malfunctions to the appropriate personnel

Operate the emergency vehicle according to the Company's safe driving standards

Perform work related to public relations as needed, such as school demonstrations

Monitors communication equipment to maintain contact with dispatcher.

Other duties as necessary that are reasonably consistent with the above

### **SUPERVISORY RESPONSIBILITIES**

Able to precept one new employee in the New Employee Orientation program. Is responsible for the overall guidance, coordination, and evaluation of this person. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; and resolving problems.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

### **COMPUTER SKILLS**

Moderate word processing, database, and spreadsheet skills required.  
Basic Email and internet skills required.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general medical periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from groups of trainees, managers, clients, customers, and the general public.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **INTERPERSONAL**

Demonstrates effective customer service and project management skills. Documentation of Conflict Resolution and Diversity Training preferred.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Texas Department of Health EMT-Paramedic or Licensed Paramedic certification required.

Basic Trauma Life Support certification required.

Advanced Cardiac Life Support certification required.

Current Texas Drivers License required.

Remain insurable by the current insurance vendor of MCHD.

Pediatric Advanced Life Support preferred (required within six (6) months of employment).

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell. The employee must frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions, extreme cold, and extreme heat. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate.