



WINDSOR VOLUNTEER AMBULANCE IS ACCEPTING APPLICATIONS FOR THE POSITION OF

PER DIEM PARAMEDIC

POSITION: WVA is looking for qualified candidates to fill vacancies as Per Diem Paramedics.

COMPENSATION: Rates are hourly and vary between \$19.00 - \$25.00 per hour depending on experience.

DAYS/HOURS: Will vary depending on need.

Requirements:

1. Completed WVA Employment Application
2. Acceptable driving record.
3. Copies of all certificates, licenses, or other pertinent credentials that you hold (front and back).

Minimum Qualifications:

- Two years of work experience with medical control as a Paramedic.
- High School Diploma or GED. (*Bachelor's or higher preferred*)
- Current license as a State of Connecticut Paramedic (or ability to obtain by date of hire).
- Currently authorized to practice as a paramedic through a sponsor hospital.
- Current CPR, NIMS (100, 200, 700, 800), ACLS and PALS.
- Possession of a valid motor vehicle operator's license and an acceptable driving record.
- Ability to obtain Windsor approved medical control within 3 months from date of hire.
- Possess of working knowledge of computers, word processing software, ePCRs, and be able to enter data into a computer as necessary.
- Must be 21 years of age at time of hire and have the ability to work in the US.

All licenses and certifications must be valid at time of application, hiring and throughout employment. Maintenance of these valid licenses is a condition of employment. At the time of appointment and during employment, Paramedics must meet the medical and physical standards established by the Chairman of the Board or their designee. Incumbent Paramedics must continue to meet or exceed all requirements for maintenance of all certifications and licenses listed under the minimum qualifications during employment with Windsor Volunteer Ambulance.

**EMS Service Delivery:**

Professional and Compassionate service needs to be the hallmark of Windsor Volunteer Ambulance, Inc. To achieve this goal the Paramedic needs to assist the organization by:

- Ensuring all regional, state and federal regulatory requirements are met;
- Ensuring response times are monitored and met in accordance with Company policy;
- Reviewing standard operating procedures, guidelines and policies at least annually to ensure that all in accordance with current regional, state and federal policies;
- Addressing citizen inquiries when appropriate;
- Ensuring external communication are clear, timely, accurate and further the positive image of WVA;

Personnel:

To achieve the level of professional, compassionate service expected of WVA, the Paramedic must the ensure that:

- They are properly certified to the level of their hired competency in accordance with local, state and national protocols and guidelines;
- Maintain basic and advanced life support skills in accordance with local, state and national protocols and guidelines;

Essential Duties and responsibilities:

The candidate must possess and apply knowledge, skills and abilities necessary to perform the duties of a Paramedic, in a dignified and compassionate manner, including:

- Responding to emergency and non-emergency calls calmly, efficiently and promptly;
- Administering basic life and advanced life support to patients at the scene, en route to the hospital, and in a pre-hospital setting, in accordance with federal, state and local laws, regulations, and standards and in accordance with Company policies;
- Assessing the nature and extent of injury or illness to establish and prioritize medical procedures to be followed;
- Utilized medical equipment and procedures including defibrillator, EKG monitor, oxygen, suction devices, intravenous fluids, CPR, and other procedures and medications as required to provide advanced medical care;
- Working jointly with the fire and police departments in town to assist in rescuing and extricating victims of accidents, sudden illness or entrapment using proper rescue and medical techniques (when appropriate);
- Treating patients at the scene, en route to the hospital, and in a pre-hospital setting, in accordance with federal, state, local, laws, regulations, and standards;
- Effectively communicating with professional medical personnel and treatment facilities to obtain instructions regarding further treatment and/or to arrange transportation of patients to the appropriate center;
- Act as team leader and work as part of a team;
- Take responsibility for scenes, including crowd dispersal and control of family and friends;
- Completing patient care forms and all other documents in a competent and timely fashion.
- The candidate must perform all job responsibilities in a manner that protects patients' privacy;
- The candidate is expected to protect the privacy information in accordance with WVA privacy policies, procedure, and practices, as required by federal, Connecticut law and in accordance with general principles of professionalism as a health care provider. Failure to comply with company's Policies and Procedures on



patient's privacy may result in disciplinary action up to and including termination, withholding of payment or other Company operations.

- The candidate may access protected health information and other patient information only to the extent necessary to complete the job duties. The candidate may only share such information with those who have a need to know specific patient information you have in your possession to complete their job responsibilities related to treatment, payment or other Company operations.
- The candidate is encouraged and expected to report, without the threat of retaliation, any concerns regarding the Company's Policies and Procedures on patient privacy and any other observed practices in violation of that Policy to the designated Privacy Officer.
- The candidate is expected to actively participate in company privacy training and is required to communicate privacy policy information to coworkers, observers, patients and others in accordance with Company Policy.
- The candidate must possess and apply knowledge and skills necessary to perform the duties of a driver of ambulance equipment, including:
 - Responding to instructions from a dispatcher and driving and operating specially equipped emergency vehicles to specified locations at a safe and controlled speed, in accordance with federal, state and local laws, regulations and standards;
 - Assuring that vehicles are in good working conditions, are properly cleaned and presentable, are properly maintained and stocked, have all necessary equipment and equipment is in good working order at all times;
 - Cleaning, organizing and restocking vehicles in a ready condition after each transport;
 - Receiving requests for emergency and non-emergency ambulance service and other duties-related communication via two-way radio and other communication devices;
 - Washing and drying towels, blankets and other laundry in the provided washing and drying equipment;
 - Representing the ambulance service while on duty at public service functions, expositions, and other public functions
 - Providing ambulance stand-by service at sporting events or any other activities designated by the Deputy Chief of Operations or designee; and
 - Performing any other duty related to Windsor Volunteer Ambulance as designated by the Chief of Operations or designee.

The candidate must also:

- Be a team player and have had interaction with volunteer organizations, as EMS is a team effort, and providers must provide necessary assistance to ensure system sanitation, readiness and adherence to quality assurance standards;
- Be flexible, as emergency services operate on 24-hour clock; the candidate's assigned work shift schedule may vary and the candidate should be available to respond immediately for a call during assigned work period, and the start and shift times may vary due to the nature of the business;
- Maintain a thorough working knowledge of local geography, which includes maps and streets;
- Maintain a thorough working knowledge of applicable current standards of care, including equipment functions and uses;
- Assure that all certifications, licenses and registrations are maintained in accordance with Company policy
- Conduct him/herself in a courteous, helpful, dignified and professional manner at all times when dealing with patients, co-workers, supervisors and or public or interaction with volunteer ambulance organizations



Physical Requirements of the Position:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. The position requires significant physical strength and dexterity and the ability to function in very adverse environments with exposure to numerous safety risks typically found at emergency scenes.

The following guidelines are used to describe the frequency of activities in this position:

(Occasionally equals 1-33%; Frequently equals 34-66%; and Continuously equals 67-100% of a typical work day.)

STANDING/WALKING: Frequently to continuously when responding to calls. This usually includes: going to and from an emergency vehicle, getting patients from their locations, and rendering treatment. Walking and running may vary, however, as the patient may be located inside a large, multi-floored facility. Standing, walking, and running could be on all types of surfaces, including but not limited to: asphalt; cement; concrete; soft/packed dirt; Linoleum; wood; and hardwood floors, etc. The individual must be able to go up and down slight inclines or declines that may be found at roadsides, agricultural areas, etc. At a location, standing would occur more often than walking or running. Standing would occur on the wide variety of surfaces mentioned above. Standing could last from a few minutes to hours, depending on the situation. Standing could occur in the standard erect position, the kneeling or squatting position, etc.

SITTING: Frequently when responding to a location, the individual will sit in the emergency vehicle. The emergency vehicles are equipped with a standard installed vehicle seat. The time performing the sitting activity on a call would depend upon the specific situation.

LIFTING AND CARRYING: Frequently to continuously required lifting and carrying weights ranging from a few pounds to over two hundred and fifty pounds and above. Candidates will need to lift and carry patients, with one team member, lifting them from various positions (such as a bed, or chair) onto various devices, such as an ambulance stretcher, a stair chair, long back boards, etc., and then efficiently and safely move them into an ambulance.

BENDING AND STOOPING: Frequently throughout a work shift the individual will be required to bend in a range of degrees. The average situation will require the individual to work in a range of 35 to 65 degree bends. This would involve: lifting a patient, lifting equipment, treating a patient at ground level, sitting on a bench located in ambulance. This activity may be prolonged and last up to 30 minutes or more. During any given call, the provider may bend and/or stoop 1 to 15 times per incident.

CROUCHING AND KNEELING: Frequently. Crouching and kneeling may be performed when on the scene picking up equipment or assisting patients. The actual number of times this is done depends on the particular incident but may be up to 15 times for a duration up to 30 minutes or greater.



CLIMBING: Occasionally. This is required when climbing steps up and down with a patient on a stretcher or other device, and when entering or exiting the emergency vehicles. Generally, the climbing would require that the candidate lifts and carries heavy objects such as a stretcher or other device with a patient on it. Balancing may be required when backing down staircases.

REACHING: Frequently to continuously throughout the work shift in order to review monitoring equipment, operate communication equipment, administer oxygen, and operate equipment. The candidate may also be required to reach in precarious positions, such as in a vehicle, which has been crushed in an accident, or in other confined spaces. If working inside the ambulance en route to a medical facility, the candidate will need to reach to access the patient and supplies. Reaching will involve partial to full extension of arms.

PUSHING AND PULLING: Frequently. When pulling and pushing the most force will be use in pushing and pulling is when removing or returning a stretcher to the emergency vehicle. This may be involved when: opening/closing doors; and using handling, carrying and/or operating medical equipment boxes that may weight approximately fifty (50) pounds of more, stretcher rails, various handles attached to equipment, and tools. The arm and hand must be able to perform all types of positions. Hyperextension, extension and flexion of the fingers will be involved; ulnar and radial deviation, abduction and adduction of the hand and fingers will be required. A wide variety of grasping will be required, such as cylinder grasping; palmer grasping; hook grasping; tip grasping; lateral grasping and spherical grasping.

HAZARDS:

The candidate, when responding to emergencies, can exposed to dust, fumes, gases, firs, smoke adverse weather conditions, and chemicals. Driving at speeds beyond the posted limit with due regard may occur and, therefore, the candidate may be exposed to vehicle accidents at a higher than normal. There is also exposure to body substances that may contain infectious materials that could cause illness or death. There is potential for body harm or death from violent patients, bystanders, or other dangers.

OTHER PHYSICAL REQUIREMENT

- Maintain balance and strength in awkward positions;
- Speak clearly under stressful circumstances;
- Accurately communicate ideas orally and in writing in English;
- Respond physically with speed;
- Speak loudly, and;
- Get along well with others



Mental Requirements of the Position

- Get along well with diverse personalities;
- Communicate with patients and others with empathy and respect;
- Create and maintain a positive and cooperative working environment in all situations;
- Work smoothly and professionally in an environment where teamwork is essential;
- Analyze and interpret difficult and complex patient care and personnel situations;
- Reading (simple and complex), writing (complex), memorization, analyzing, math skills (simple);
- Exercise sound independent judgment within general policy and procedural guidelines;
- Anticipate and identify problems and take initiative to prevent or correct them;
- Establish and maintain effective working relationships with all levels of personnel within the medical community, WVA, outside agencies, patients and members of the community;
- Understand and follow federal, state and local laws, and Windsor Volunteer Ambulance policies, procedures and rules;
- Follow orders;
- Remember and apply concepts, knowledge and principles; and

Appropriately deal with stress and maintain composure when encountering serious injuries or illness.

Equipment Used

- Occasionally: wheelchair, stair chair, medications, monitor/defibrillator, suction equipment, airway equipment, telephone, vacuum cleaner, cleaning equipment, protective devices, protective clothing.
- Frequently: IV supplies, bandaging, disposable supplies, durable equipment; and
- Constantly: Stretcher, maps, radio, phone, EMS bags.
- IO Drill, CPAP, and other commonly used medical devices.



DISCLAIMER

The information provided in this description is designed to indicate the general level of work performed by the candidates within this position. It is not be interpreted as a comprehensive inventory of all duties, responsibilities, qualification and working conditions required of employees assigned to this position. Management has the sole discretion to add or modify the duties of the position and to designate other functions at any time. **This position description is not an employment agreement or contract.**

ACKNOWLEDGMENT

I, _____, have read this position description in its entirety and fully understand the expectations, requirements and hazards associated with this position, and that the job description and duties are subject to change at the discretion of the Company. I also understand that is employed by the Company, I am employed as an At-Will employee and that the Company or I may terminate the employment relationship at any time, without notice, and for any lawful reasons.

Candidate's name (please print)

Signature of Candidate

Date

Reviewed by

Date



EMPLOYMENT APPLICATION Position Applying for: _____

YOU MUST BE 21 YEARS OF AGE IN ORDER TO BE CONSIDERED

NOTE: Discrimination because of race, color, sex or sexual orientation, religion, age, national origin, disability or veteran's status is prohibited by law.

IMPORTANT: This application is considered part of the employment process, and **MUST** be fully completed. Incomplete applications may be rejected. Be brief, but you should include all important information related to your qualifications for this position. All statements are subject to investigation and any facts found to be false, exaggerated or misleading may result in your disqualification.

Name:		Date of Birth:	Social Security Number:
Home Address:		Driver's License Number/State	
City:	State/Zip Code:	Home Phone:	Cell Phone:
Mailing Address (if different from home address):		Work Phone:	Other:
City:	State/Zip Code:	Are you a US citizen or able to work in the US?	
Email Address:			
Emergency Contact Name:	Emergency Contact Number:	Emergency Contact Relationship to you:	
Medical Control Hospital and Date Granted (Most Recent, Please list all):			
Medical Control Contact Name, Address and Location			

- Yes No Have you ever been fired or asked to resign from a job?
 Yes No Have you been convicted of any crime involving moral turpitude or violence in the past five years?
 Yes No Have you been cited for any motor vehicle traffic violations or had your license suspended in the past five years?

If yes to any of the above questions, please explain in the space provided:

Expected Availability: Weekend Days Weekend Nights Weekday Days Weekday Nights Some Holidays

Have you been immunized against Hepatitis-B? Yes No If Yes, give dates: _____

Medical – Do you have any medical or physical problems that prevent you from: (check all that apply)

- Doing CPR? Lifting 100 – 150 lbs? Climbing/Descending Stairs?
 Carrying 70 lbs of equipment? Driving a Vehicle? Wearing Respiratory Protection
 Bending, squatting, kneeling, walking on uneven ground
 Any other physical condition(s) which would prevent you from meeting the requirements of being a Paramedic?



IMPORTANT – READ THE INFORMATION BELOW AND SIGN YOUR APPLICATION

Do you understand that as part of the testing process you will be required to submit to a thorough background investigation and a physical fitness test, a physical examination and drug testing? YES NO?

My signature below certifies that the information provided in this application is correct and truthful. I realize that falsifying any information submitted may be grounds for rejection of this application or termination of employment. I also give consent to Windsor Volunteer Ambulance to check previous employers, educational records, motor vehicle records and references and release Windsor Volunteer Ambulance, its agents and employees from any liability that might arise from such disclosures. I further understand the acceptance of this application does not constitute an employment or volunteer agreement. Failure to completely fill out this application may result in my disqualification from any further consideration for employment.

I ACKNOWLEDGE THAT I HAVE READ THIS INFORMATION AND THAT I UNDERSTAND THE REQUIREMENTS FOR EMPLOYMENT WITH WINDSOR VOLUNTEER AMBULANCE.

Signature

Date

NOTE ALL ITEMS MUST BE SUBMITTED AT THE SAME TIME.

PLEASE SUBMIT ALL MATERIALS BY MAIL TO:

PER-DIEM PARAMEDIC COMMITTEE
WINDSOR VOLUNTEER AMBULANCE
PO BOX 508
WINDSOR, CT 06095