

## ***Western Eagle County Ambulance District***

**Job Description:** Community Paramedic Coordinator

**Title:** Community Paramedic Coordinator

**Reports To:** Chief

**Adopted:** June 1, 2010

**Exempt/Non-exempt:** Non-Exempt Position may job share to increase hours to full-time. May job share with outside agency to achieve goals necessary for the program.

**Summary:** Responsible for daily administration, reporting, project development and marketing of new Community Paramedic program. This position will have great flexibility to create roles and responsibilities for the program and coordinator position itself. Coordinator must have medical experience, be detail oriented, work well under pressure, meet grant deadlines and reporting requirements, and understand that customer service to patient, clients and community partners is our mission. Coordinator must be able to think creatively and handle work independently with little supervision and oversight.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Works a schedule consisting of twenty hours (20) per week during normal business hours

Understands the provisions of Colorado RULE 500; Colorado Board of Medical Examiners Rules Defining the Duties and Responsibilities of Emergency Medical Services Medical Directors and The Authorized Medical Acts of Emergency Medical Technicians 3-CCR-713-6

Attend all Community Paramedic Committee Meetings

Work with Community Paramedic Contractor to ensure deadlines and deliverables are met by prescribed dates

Use evaluation tool for effectiveness of program as described in the 2009 Colorado Health Foundation Grant

Train Staff in use of evaluation tool

Report Quarterly progress and complete all grant deliverable reports as required by Grantees

Maintain Network and MOU with Valley View Hospital, Vail Valley Medical Center, Eagle Valley Medical Center, Colorado Mountain Medical, and Eagle Care Clinic

Develop Reimbursement matrix and criteria for use in the MOU with Hospitals that will be described in MOU

Maintain and Develop a coalition of Medical and community members to help with oversight of program and deliverables

Help Develop Template for use by other EMS Services in developing future Community Paramedic Programs

Document all progress from inception of program

Help coordinate Conferences

Write Grants in order to sustain Project Coordinator Position and Consultant

Develop a framework for a Best Practice document

Coordinate Media Requests and create press releases as needed

Attend meetings as requested and available

Coordinate appointments and follow-up with physicians and hospitals

Ensure patient paperwork is transmitted in a timely fashion

Completes all reports, including patient care records, legibly and accurately.

Performs all duties in a safe courteous, confidential and professional manner, always taking into account the well being of the patient and personal safety.

Uses safety and PPE equipment as required by law and District policies.

Protects the privacy of patients at all times and in accordance with WECAD HIPAA policies.

Involved in writing policies and procedures related to the role of the community paramedic.

Involved in providing necessary training and informational updates related to community paramedic.

Oversees equipment needs for community paramedic.

Communicates with Dr Werner on changes to community paramedic protocols, QA/CQI.

Other duties as assigned.

### **QUALIFICATION REQUIREMENTS:**

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.

#### **Communication Skills:**

Ability to communicate orally with a wide range of individuals. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence with a high degree of professionalism and accuracy. Computer proficiency required.

#### **Mathematical Skills:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals

#### **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. Must practice sound decision making skills. Detail oriented.

#### **Education:**

High school diploma.

#### **Certificates, License, Registrations:**

Current EMT Basic Certifications issued by the National Registry and the State of Colorado.

Current certifications in BLS CPR.

#### **Preferred Education:**

Associates Degree in any field, Bachelors Degree preferred.

Certified at Paramedic level and current NREMT – P or Registered Nurse in State of Colorado

Attendance in Community Paramedic Course

Spanish fluency

Must obtain certifications in IS 700, IS 800, ICS 200, Colorado Primary Instructor, and PIO Training within one year of employment.

Knowledge of Medicare and Medicaid billing practices

Medical Language proficiency

Valid State of Colorado motor vehicle operator's license, with continued clear driving record.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that may be necessary for an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to feel objects, equipment, or controls; reach with hands and arms; see, talk and/or listen. The employee frequently is required to climb or balance and stoop, kneel, sit, crouch, or crawl. The job involves a moderate amount of driving.

**Very Heavy Work:**

Employees must be able to lift, carry, push and/or pull, and balance up to 125 pounds (250 pounds with assistance).

**High Emotional Effort:**

Work environment frequently hectic with exposure to highly emotional situations. Frequent exposure to physically, emotionally and mentally stressful situations.

**WORK ENVIRONMENT:**

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

**Title:** Community Paramedic Coordinator

I understand that by signing this job description it does not create a contract of employment or guarantee of employment for any definite period of time. I understand that I have been hired **at the will** of WECAD and my employment may be terminated at any time, with or without cause and with or without notice.

The undersigned affirms understanding of and receipt of the job description of Community Paramedic Coordinator.

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Employee Signature

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Date

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Supervisor Signature

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Date