

	Waterbury Ambulance Job Description
	Paramedic Captain (Clinical Operations Manager) Classification: Full Time (48 hours/week)

Purpose:

The Paramedic Captain must be able to operate independently with an additional staff member of any certification level while operating on an ambulance, as well as perform additional duties to support the overall function of the department. The full-time captain is a commanding officer reporting directly to the EMS Chief or designee charged with oversight of functional area(s) as assigned. The captain functions as a supervisor of day-to-day operations, a role model for duty crews, and a Paramedic scheduled for a minimum of 48 hours/week on a primary 911/IFT ambulance.

Qualifications/Education:

- High School Diploma (GED or High School Equivalence Certificate)
- Certification: Current NREMT Certified Paramedic, Current State of Vermont licensed Paramedic
- ACLS/PALS, PEPP, ICS-100/200/700/800
- Have a minimum of 3-5 years' experience as a Paramedic, and at least 1 year as an EMS Supervisor
- Hold a current Vermont Driver's License without restrictions
- Be physically able to meet the requirements of the job

Benefits:

- Hourly pay is \$29.02-\$31.00 per hour based on experience
- 8 hours of overtime built-in to weekly schedule
- 5+ weeks of paid time-off annually used for combined sick, personal and vacation leave
- Paid holidays
- Single person health insurance paid by employer at 80% of monthly premium cost, cash-in-lieu benefit available
- Dental and vision insurance available upon request
- Simple IRA retirement account with 3% employer guaranteed match available upon hire
- Access to employee perks
 - Free/discounted skiing/riding at Bolton Valley
 - Free Ben & Jerry's ice cream
 - Free Ben & Jerry's factory tours for employee and immediate family
 - Discounts at Cabot Creamery
 - Discounts at local gyms and fitness centers
 - Discounts at local restaurants/stores
 - Other perks available to active personnel

Essential Functions as a Paramedic:

This information is intended to describe, but not limited to, the position's key responsibilities. The following examples do not identify all duties performed by the candidate. The candidate is expected to perform other related duties, as assigned.

- Administer basic or advanced life support care to sick or injured persons in prehospital settings using the Vermont Statewide Emergency Medical Services Protocols as the guide
- Be able to properly assess the nature or extent of illness or injury to establish and prioritize medical procedures as a licensed Paramedic
- Act as a professional, knowledgeable, experienced Paramedic in the field under the full vested authority of the Vermont Department of Health EMS Protocols, as sanctioned by Vermont EMS District #6
- Coordinate work with emergency medical team members including shift members, MCI command, police or fire department personnel, and others as required
- Communicate with dispatchers and/or hospital personnel to provide information about the situation, to arrange acceptance of patients, or to receive instructions for further treatment
- Complete patient care reports in accordance with department and state policy
- Understand federal laws protecting medical information and patient privacy rights. Maintain these rights for you and the crew
- Attend training classes/continuing education to maintain certification licensure as required by the NREMT and state law; keep abreast of new developments in the field and maintain existing knowledge
- Continue upkeep of skill through the district skills sheet review provided by the DMA
- Be a positive ambassador of WASI
- Abide by WASI By-Laws and Member Manual
- Operate the ambulance in a safe manner in accordance with department policy and state law
- Precept EMS students as needed

Essential Duties as an EMS Captain

An EMS Captain at Waterbury Ambulance is a supervising command officer responsible for personnel and functional area oversight, including but not limited to the following duties:

- Thorough knowledge of department protocol, external department protocol as relevant to job description, and constant enforcement of protocols in the field to all personnel
- Maintain functional area responsibilities as assigned, with the assistance of an EMS Lieutenant (if one is available). Functional areas are established in the next section
- Must complete administrative and operational tasks as assigned by chief officers
- Must be able to work with others in a professional manner, employ constructive criticism, de-escalation techniques, and act as an approachable leader for all personnel alike
- Must be able to address personnel conflict, conduct personnel interviews and conversation, delegate personnel to different department activities, and other personnel specific tasks as required (including disciplinary actions from time-to-time)
- Must act as a member of the unified command post for EMS at the scene of a large scale or complicated incident until relieved by a more senior officer
- Act as an official representative of Waterbury Ambulance leadership at all times and especially in the absence of a chief officer
- Must be willing to accept department level communication while not on-duty as needed
- On-call rotation with other department officers for off-duty leadership needs could be included as part of the operational needs of the department

Functional Area Branches

Logistics & Readiness Management

- o Manage an appropriate stock of disposable medical supplies, includes supply inventory and acquisition, maintenance of expiration dates, stocking of apparatus, etc.
- o Manage an appropriate supply of emergency medications, includes inventory, acquisition, maintenance of expiration dates, stocking of apparatus, etc.
- o Manage routine and acute maintenance of medical equipment (through a biomedical contractor)
- o Oversight of department uniforms supply
- o Oversight of department apparatus routine and acute maintenance
- o Oversight of all department radio equipment (station, portables, mobiles, etc.)
- o Oversight of routine building maintenance and other needs as applicable

Clinical Operations Management

- o Manage Siren QA/QI for clinical chart review, administer clinical feedback to personnel as required
- o Manage and coordinate all pre-billing activities for the department
- o Manage department shift scheduling operations to a level consistent with department policy
- o Oversight of EMS training coordinator, implementation of monthly training activities
- o Oversight of driver training coordinator, implementation of a safe driver onboarding process
- o Implementation and maintenance of OSHA compliant respiratory protection and infection control programs
- o Coordinate the clinical onboarding process for newly hired employees

Table 1. Paramedic Pay Step Process

	Years of Experience	Pay Rate - Per diem	Pay Rate - Full-time
Step 1	0 - 2 Yrs	27.05	29.02
Step 2	2 - 4 Yrs	28.10	29.96
Step 3	4 - 6 Yrs	28.61	30.48
Step 4	6 + Yrs	29.17	31.00

Waterbury Ambulance is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Waterbury Ambulance will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations.