



CHARLES COUNTY GOVERNMENT
invites applications for the position of:

EMT-B and Paramedic Eligibility List

SALARY:	\$41,230 (EMT-B) \$48,116.00 (Paramedic) Annually
OPENING DATE:	09/29/17
CLOSING DATE:	11/26/17 11:59 PM

SUMMARY:

This ad is to establish an Eligibility List for EMT-Bs and Paramedics, from which future hires will take place.

Candidates must include copies of certifications with the application. Applications that do not include certifications will not move forward in the process.

Please note, we no longer accept paper, emailed, or faxed applications. We only accept online applications through the Charles County Government web site.

Applications for the eligibility list must specifically note the following in the certifications or skills section of the application to qualify:

- high school diploma or GED
- current certification as an EMT-B or Paramedic – **must provide copy of certification**
- current certifications in:
 - CPR – **must provide copy of certification**
 - EVOC – **must provide copy of certification** – the full EVOC course or equivalent, with a minimum 39 hours of instruction

To receive additional points toward the candidate's score, he/she must indicate or include:

- valid US Armed Service veteran – include honorable military service information in the Employment History section of the application and include a **copy of DD-214**;
- current certification in Hazmat Operations – **must provide copy**

THE ELIGIBILITY LIST PROCESS

Please complete all fields of the application. Please do not type "See resume" or "See attached" on your application. Candidates who do not include all information on their application and/or who do not include/attach the required copies of certifications will not move forward in the Eligibility List process.

Candidates who complete the application and attach copies of their certifications will be invited to take the written exam. All qualified applicants must be able to attend one of these written exam testing sessions:

- Friday, December 15, 2017 at 9:00 am; OR
- Monday, December 18, 2017 at 9:00 am; OR
- Tuesday, December 19, 2017 at 9:00 am; OR 1:00 pm.

There are no make-up dates for the written exam; these are the only dates and times being offered. Qualified applicants will be notified if they are eligible to take the written exam.

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- Those who successfully pass the written exam must attend the candidate physical agility test (CPAT), which will be held the week of January 15, 2018 (specific dates TBA). Eligible candidates will be notified of the available dates, times, and location.

Candidates who pass the CPAT will sit for a panel interview in February, 2018 (dates TBA).

Priority will be given to experienced Paramedics who may be interested in joining Charles County Government as a lateral hire. Consideration will be given to years of experience and training. Paramedics who have ALS experience in other jurisdictions should indicate such on their applications.

Job Summary

This is skilled specialized work as a Maryland licensed EMT-B or Paramedic. Provides basic and advanced life support medical care to ill and injured persons at the scene of a medical emergency or other traumatic events. Under the direction of the Chief of Emergency Medical Services, this position is accountable for responding to all assigned calls for assistance in the most appropriate and efficient manner, providing the highest standard of patient care while providing a safe and hazard-free environment. The Paramedic contributes to overall patient care in the areas of patient assessment, treatment, packaging and transport. This position interacts throughout the County internally, and with patients and their families externally. In addition, this position interacts with various first responder agencies and healthcare providers, physicians and hospital personnel, externally. The nature of the work involves unpredictable circumstances that may include the threat or actual presence of harm. A majority of the work is performed indoors or outdoors in emergency situations that may expose the employee to a variety of dangerous conditions, such as hazardous materials, chemicals, smoke or weakened/unstable structures. Employees are exposed to physically and mentally stressful situations, including trauma, illness, contagious diseases, extreme temperatures and contaminated environments. Employment involves working in inclement weather, at all hours of the day or night and holidays, to respond to emergency situations and requests for assistance. Driving emergency vehicles is a substantial portion of the job.

ESSENTIAL JOB FUNCTIONS:

Candidates must include copies of certifications with the application. Applications that do not include certifications will not move forward in the process.

All candidates indicating the minimum qualifications and experience on their applications will be invited to take the written exam. The training, certifications, and experience of each candidate will be evaluated by a team comprised of members from Emergency Services and Human Resources. It is essential that you give complete and accurate information on your application. Vagueness or omission may prevent you from advancing in the eligibility list process, and may remove you from consideration for the position. You may attach your resume to your application, but it is more important that you attach copies of your certifications, which will be used to evaluate your appropriateness for the position.

Essential Job Functions

Treats individuals who are ill and/or injured and individuals in an emotionally distressed state in an appropriate manner and according to ALS guidelines. Administers care to ill or injured persons (patients) at the scene of a medical emergency, including basic and advanced life support, in response to emergency calls. Transports patients to appropriate facilities.

Provides quality patient care utilizing thorough knowledge and appropriate administration of BLS/ALS interventions as outlined by state, county and/or local protocols, and completes detailed patient reports.

Provides direction, supervision and assistance to others in general execution of EMS duties; maintenance of apparatus and equipment; and general housekeeping activities.

Performs required inspections to ensure medical supplies are stocked; equipment and apparatus is clean and operational at all times.

Assures that all documentation required by individual Fire/EMS stations, MIEMSS and the EMS Division is accurate and completed in a timely manner, prior to submission.

Conducts post incident analysis with co-workers to point out positive points, assure quality documentation, areas of improvement and to assure adequate skills are maintained.

Participates in approved continuing education training classes, various meetings, and skills review when necessary.

Must be able to operate emergency vehicles in accordance with County driving procedures and Emergency Medical Services Division Standard Operating Guidelines.

Maintain a strict level of security concerning confidentiality of all information encountered.

Reports to work regularly, on time and dressed appropriately.

Assists other emergency service agencies as required/requested.

Other Duties

Performs other duties as instructed and assigned.

QUALIFICATIONS, KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge, Skills, and Abilities (These are pre-employment KSAs that apply only to Essential Job Functions.)

Knowledge of--

- Practices, methods, protocols, guidelines and techniques for responding to emergency or non-emergency situations.
- Relevant medical equipment and ability to inspect and maintain such equipment.

- Charles County geography and locations of area emergency care facilities.

Ability to--

- Evaluate the condition of patients and administer proper care.
- Maintain documentation of calls and monitor patient care by use of computerized equipment.
- Follow oral and written instructions.
- Establish and maintain working relationship with superiors, co-workers, volunteers, EMS staff and fire service personnel, MIEMSS, MFRI, hospitals and their staff in surrounding area and public.
- Communicate effectively with others verbally or in writing.
- And willingness to work shift-work.
- Make presentations to community or public groups.
- Operate emergency vehicles.
- Maintain proficient patient care skills.

Required Qualifications (Note: Any acceptable combination of education, training and experience that provides the above knowledge, skills, and abilities may be substituted on a year for year basis.)

Training and/or Education:

High school diploma or GED.

Licenses or Certificates:

Certification as a Nationally Registered EMT-Basic or EMT-Paramedic (NREMT-P.) and/or licensed as a Maryland EMT-B or Paramedic by MIEMSS. Applicants who are not Maryland certified EMS providers must obtain a valid Maryland certification within sixty (90) days of hire. Employee is required to maintain certifications and licenses. Must have a valid Driver's License and maintain an acceptable driving record as described in the Charles County Risk Management Safety Manual.

ADDITIONAL INFORMATION:**Physical Demands:**

Must have normal vision or corrected vision with glasses or contacts; read normal (typewritten) print in English; correctly name and distinguish colors; see well at night or in dim light; see in presence of glare; see low contrast or camouflaged objects; must have normal ability to hear (may be corrected with hearing aid); must have normal ability to discern odors; must be able to lift, pull and push 75 pounds; sit or stand for periods of 30 minutes; walk or run without break for one mile; climb stairs, ladders and scaffold; jump two feet off of equipment; kneel for periods of 15 minutes; bend to pick up or work on an item; carry 75 pounds on ground for 50 yards; must be able to determine if item is hot, cold, or slippery; grasp items; read and understand work orders; work outdoors during inclement weather.

Conditions of Employment:

An employee in this class must meet the standards set forth in the Charles County Substance Abuse Policy, when hired, and continue to meet the standards while in this class. Employee is subject to a background check. Pre-employment physical and psychological examinations are required and employee may be subject to periodic physical exams. Employee will be placed on random drug/alcohol testing list. Volunteer service in Fire & EMS in Charles County may be limited or prohibited during the term of employment.

Employment is contingent upon successfully completing a service training academy and EMS internship. Internships will be evaluated within the first one hundred and fifty (150) working hours for release to independent operational status, continued internship, or separation as a probationary employee. Internships will not exceed three hundred (300) working hours or six (6) months, whichever occurs first.

Applicants who are current employees or recently separated (within 2 years) from a career department in another jurisdiction may be eligible for lateral transfer fast track employment. You must have successfully completed a fire service academy program to be eligible.

FLSA Status:

Non-Exempt

Reports to:

Emergency Medical Services Lieutenants

Supervises:

None

The Charles County Department of Emergency Services fills full-time and part-time vacancies from an established eligibility list, which is valid for one (1) year after the date of finalization. Candidates who successfully complete the process will be notified of their rank on the list, and will be updated regularly on the status. Candidates must pass job-related pre-employment screenings before being hired with Charles County Government. Screenings include a Medical Review Board; reference checks; a criminal background check; physical and drug screen; driving record check; and psychological evaluation.