

LEAVENWORTH COUNTY JOB OPENING

VACANCY #26-1-3

Posted 1/12/26

POSITION: *PARAMEDIC – EMS, Leavenworth, Kansas*

SALARY : Yr 1 - \$73,548, Yr 2 - \$76,876 Yr. 3 - \$80,204 (*Full Time – Benefits Eligible*)

County Employees Only: May apply at the Human Resources Department, 1st Floor, Suite 104, in the County Courthouse.

General Public: May apply at the Leavenworth Workforce Center, 515 Limit Street, Leavenworth, Kansas or **EMAIL** applications to hr@leavenworthcounty.gov or fax the application to **(913) 684-1028**. Application may be found on the Leavenworth County website at www.leavenworthcounty.gov under *Departments / Human Resources / Apply Here*

This position closes when filled.

LEAVENWORTH COUNTY JOB DESCRIPTION

TITLE: Paramedic Full-time (Kansas Certified)

DEPARTMENT: EMS

PAY LEVEL: (Yr 1 - \$73,548), (Yr 2 - \$76,876) (Yr. 3 - \$80,204)

EXEMPT/NON-EXEMPT: N

LOCATION: EMS

SUPERVISOR: EMS Shift Officer

SUPERVISES: N/A

PERCENTAGE OF TIME

8%
28%
23%
23%
8%
10%

ACCOUNTABILITIES

1. Safety
2. Response
3. Patient
4. Training / QA
5. Station duties
6. Special Assignments

SCOPE

Under the supervision of a shift officer, the Paramedic, working the 24hr Berkley schedule, provides highly skilled, specialized emergency medical care to injured and sick patients including

advanced life support; the employee in this position responds to ambulance calls, renders medical assistance and transports patients to the proper facility. Work follows prescribed policies and procedures and is supervised by an officer.

KNOWLEDGE AND SKILLS: (*Required prior to employment)

1. Ability to analyze field scenes and determine appropriate actions
2. Ability to communicate effectively, orally and in writing, and prepare accurate reports
3. Ability to conduct quality assistance audits
4. Possess hand/eye/foot coordination adequate to use medical equipment,
5. Negotiate rough terrain at emergency scenes and maintain balance when lifting
6. Ability to hear alarm when sleeping at night
7. Ability to operate a modular ambulance safely and in accordance with traffic laws and departmental policies and procedures;
8. Ability to talk and hear in person and by telephone and two-way radio
9. Ability to see and read instructions and evaluate conditions at accident scene including injuries of patients
10. Ability to use sense of smell at accident scenes and sense of touch in assessing condition of patients
11. Ability to remain calm at accident scene
12. Knowledge of department policies and procedures.
13. Knowledge of County Personnel Rules.
14. Knowledge of form requirements, county policies and departmental policies
15. Knowledge of approved medical protocols

HUMAN RELATIONS

1. Knowledge of HIPAA regulations
2. Ability to establish and maintain effective and positive relationships with county officials, administration, fellow employees, patients, family members, other public services, hospital staff, and the public.
3. Appears in court to provide testimony when required

ILLUSTRATIVE TASKS (This is not an inclusive list. Other tasks/duties may be assigned.)

1. Responds to ambulance calls and assists in providing emergency medical treatment.
2. Performs CPR, dresses and manages wounds, splints fractures and administers oxygen.
3. Ability to make decisions determining the dosage of fluids and medications to administer to patients, heart counter, shock and IV selection;
4. Transports patients to proper facility; assists shift officer in review of medical procedures and protocol; prepares reports on patient's condition.
5. Operates an ambulance under non-emergent and emergent conditions.
6. Rescues persons trapped by accident or fire situations
7. Responds to full variety of emergencies
8. Assists shift officer in long and short term plans regarding medical standards and ambulance services.
9. Maintains the station house and equipment; stocks the ambulance with supplies
10. Participates in training sessions and may assist in training of new personnel

11. Assists with public education programs
12. Subject to call back on days off.

ENVIRONMENTAL DEMANDS

Work is performed in all levels of environment to include, at times, unstable work environments.

MINIMUM QUALIFICATIONS

Must have High School Diploma/GED or equivalent, Associate's degree preferred. Possession and retention of a valid driver's license. Current Certification as a Kansas Paramedic, with one-year experience with an Advanced Life Support service preferred. The position requires attainment of County Medical Director sponsorship within 60 days of employment and ability to maintain this sponsorship during employment. NIMS Certification / ICS 100, 200, 700, 800; EVOC Certified (may be obtained after hire date).

ADA/PHYSICAL DEMANDS

1. Vision - Adequate vision to assess patients, scenes, use computer, filing, completion of reports, forms and correspondence.
2. Hearing - Ability to hear alarms when sleeping at night, adequately hear in person, by telephone, and two-way radio.
3. Speech - Must be able to speak and understand English language clearly to provide detailed information by in person, by telephone, and two-way radio.
4. Standing - Ability to stand for long periods of time while at scenes and in stations
5. Walking - Ability to negotiate rough terrain at emergency scenes
6. Sitting - Ability to sit for long periods of time while in a vehicle and in stations
7. Lifting/Carrying - Minimum 100 pounds – lifting patients and equipment in multiple levels of terrain.
8. Pushing/Pulling - 100 pounds – Ability to perform heavy physical work
9. Climbing/Balancing - Required when negotiating stairs, Ability to negotiate rough terrain at emergency scenes
10. Stooping/Kneeling - Required when retrieving or filing from lower drawers or when retrieving items, office supplies, etc. from the floor.
11. Reaching/Handling - Required on most tasks.

I have read the job description and understand the content.

Signature

Date

LEAVENWORTH COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER
