



**HIGHLAND COUNTY, VIRGINIA**  
**POSITION DESCRIPTION**



**TITLE:** EMT-Intermediate/Paramedic (Medic)

**SALARY RANGE:** \$54,500-\$62,000

**DEPARTMENT:** Emergency Medical Services

**DATE:** 10/1/2023

**REPORTS TO:** Chief of EMS

**FLSA STATUS:** Non-Exempt

FULL-TIME  PART-TIME  TEMPORARY

**JOB SUMMARY STATEMENT:**

Emergency Medical Technician Intermediates (EMT-I) and Paramedics (EMT-P) or “Medic” respond to emergency calls to provide efficient and immediate advanced life support (ALS) care to the critically ill and injured and to transport the patient to a medical facility. After receiving the call from dispatch, the Medic responds in an ambulance to the address or location given using the most expeditious route, depending on traffic and weather conditions. The Medic must observe all traffic ordinances and regulations regarding emergency vehicle operation.

**DUTIES AND RESPONSIBILITIES:**

1. Responding to emergency calls.
2. Treat sick and/or injured patients with the most appropriate care within their scope of practice and protocols.
3. Maintain all required licensures and certifications current per VAOEMS guidelines.
4. Attending all staff meetings and training.
5. Assess the nature and extent of medical emergency situations and the need for additional assistance.
6. Assist other EMS personnel in the administration of all emergency medical procedures.
7. Liaising with healthcare facilities regarding patients’ pertinent information.
8. Completing patient care reports and other documentation.
9. Maintaining a clean working environment.
10. Complying with applicable policies, procedures, SAGs, SOGs, and medical protocols.

**SUPERVISION:**

The Medic will report directly to the Chief of EMS.

**ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES:**

- Thorough knowledge of BLS and ALS patient care procedures and protocols.
- Excellent customer service skills.
- Proficient or ability to become proficient with ESO ePCR reporting software.

- General proficiency with Microsoft Office.

**MINIMUM EDUCATION, TRAINING, AND EXPERIENCE:**

- Possession of a High School Diploma or GED
- A Valid Driver's License issued by a state governing body or agency.
- Valid Virginia OEMS Intermediate or Paramedic certification
- AHA BLS Provider CPR certification or equivalent.
- ACLS (Or ability to obtain within 3 months of hire)
- PALS (Or ability to obtain within 3 months of hire)
- Virginia OEMS approved EVOC Class II or higher certification.
- ICS 100, 200, 700, 800
- AWR 160 or completion within three (3) months.
- Completion of a Hazardous Materials awareness program or ability to obtain within three (3) months.
- One year of experience as a released EMT-Intermediate or Paramedic

**BENEFITS AND OTHER NOTICES:**

This is an hourly position. County benefits include vacation, sick leave, health insurance, Virginia Retirement System with Hazardous Duty, and other benefits as described in County handbooks and policies. This is at-will employment and will be subject to county personnel policies. The Highland County Department of EMS reserves the right to modify this description at its discretion.