

Catawba County Emergency Medical Services

EMT – Paramedic / Shift Supervisor

General Statement of the Duties

Provides supervision of and responsibility for an assigned shift, as well as performing all of the skills and duties of an Emergency Medical Technician – Paramedic.

Distinguishing Features of the Position

An employee in this class supervises and coordinates the activities of an assigned shift. The employee has responsibility of assuring that his/her shift is operationally ready at all times and performs in the most effective and efficient manner possible. This position requires frequent contact with the public, medical staff, and peers which requires strong interpersonal and communication skills. Work is performed under general supervision of the EMS Manager and is evaluated by observation and by effectiveness of the operation of the shift.

Illustrative Examples of the Work

1. Supervises and coordinates the activities of the operation of the shift.
2. Approves and schedules leave time for the Crew Chiefs and Chief Trainer assigned to the shift.
3. Reviews and approves time sheets for Crew Chiefs and Chief Trainer.
4. Reviews Crew Chiefs' reports and consults with the Crew Chiefs and Chief Trainer.
5. Conducts annual performance reviews for Crew Chiefs and Chief Trainer.
6. Responsible for dissemination of supplies, equipment, and paperwork as needed and responsible for random base/unit checks to assure operational readiness as per the Catawba County Emergency Medical Services Standard Operating Guidelines.
7. Assures that daily unit check-off sheets are completed.
8. Coordinates general maintenance of assigned bases and units.
9. Completes Injury / Exposure forms for all on-duty injuries, exposure, or accidents.
10. Coordinates out-of-county and out-of-state transfers after normal hours of operation.
11. Attend and participates in Management Team meetings.
12. Periodically coordinates with his or her Chief Trainer to assure staff maintains training and certifications as required by the State of North Carolina OEMS and Catawba County EMS.
13. Cooperates with other agencies as needed.
14. Responds to emergency medical calls as supervisor, performs necessary rescue work and administers emergency medical care.
15. Performs related duties as assigned.

Knowledge, Skills, and Abilities

1. Meets all job requirements of an Emergency Medical Technician - Paramedic with Catawba County EMS.
2. Considerable knowledge of the rules and regulations that govern Emergency Medical Services within the State of North Carolina.
3. Considerable knowledge of the County Personnel Code, Catawba County EMS Standard Operating Guidelines, and treatment protocols.
4. Considerable knowledge of the geography of Catawba County

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5. Considerable knowledge of the rules and regulations concerning COBRA, OBRA, IMTALA, HCFA and any regulations regarding inter-facility transfers.
6. Ability to supervise and evaluate the work of others.
7. Ability to communicate effectively, both written and verbally.
8. Ability to establish and maintain effective working relationships.
9. Ability to handle multiple tasks in an effective and efficient manner.

Desirable Training and Experience

1. The employee must maintain certification as an Emergency Medical Technician - Paramedic in the State of North Carolina and must be employed full time by Catawba County EMS.
2. The employee must have a minimum of eight (8) years of field experience, with five (5) years as an Emergency Medical Technician - Paramedic.
3. The employee must have a minimum of two (2) years of experience in a supervisory position.
4. The employee must have an Associate's Degree in Emergency Medical Services or a related field (or the equivalent based on education and experience).
5. The employee must possess a valid NC driver's license.