



San Juan County Public Hospital District No. 1

Job Title:	Outreach Assistant / Community Paramedicine EMT	Job Category:	Full-time, at-will
Department	Administration	Hire Date:	
Location:	Friday Harbor, WA	Travel Required:	Local: Regular Region: Occasional National: Rare
Pay Range:	2021 Non-Union Pay Scale (E2)	Scale:	Hourly / nonexempt
Reporting: Director of Outreach (Outreach) and EMS Administrator (Operations)			
Job Description			
<p>QUALIFICATIONS:</p> <ul style="list-style-type: none"> ● High proficiency with MS Office 365 and Windows 10 ● A minimum certification of EMT-Bs. Must be a current WA State EMT and maintain current certifications and ongoing Agency training requirements. Nationally Registered EMT is strongly preferred. ● Maintain Washington State Driver License in good standing in accordance with SJIEMS Policies and Procedures. ● Completed agency approved EVOC driver training and maintain proficiency in operation of emergency vehicles. ● American Heart Association CPR, First Aid Instructor, and WA State Evaluator is a bonus but not required. ● Must be self-motivated and possess a strong work ethic. ● Either possess or be willing to become within six months a car seat installation tech <p>KNOWLEDGE, SKILLS AND ABILITIES:</p> <ul style="list-style-type: none"> ● Ability qualifications established by SJIEMS per Policies and Procedures. ● Administrative writing skills and ability to write reports in software designed for tracking patient records ● Ability to communicate verbally 			



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- Knowledge of remote conferencing software and calendar tools
- Microsoft Office skills
- Organizational ability and multitasking
- Able to work within an occasionally hectic work environment
- Flexibility with after hours or irregular work hours

JOB GOAL

The Outreach and Operations Assistant spends approximately 75% of their time on outreach projects and community paramedicine with the remaining 25% of time is spent on operations administrative/clerical duties. The Outreach Assistant coordinates all aspects of community educational courses and acts as registrar and administrative coordinator to keep the agency in compliance with American Heart Association Community Training Center and the San Juan School of Wilderness EMS / SOLO. This position is responsible for coordinating other agency outreach programs including Car Seat Safety and Installation and Bicycle Helmet Distributions.

In the area of operations this position is responsible 911 backfill response and assisting Administrator in staff scheduling and tracking small and attractive assets.

SUPERVISES:

None.

PERFORMANCE RESPONSIBILITIES:

Outreach and Community Paramedicine (reporting to Director of Outreach)

- Serve as a second Community Paramedicine EMT for patient services
- Schedule, coordinate, promote and prepare CPR, AED, First Aid, and SOLO Wilderness courses on a regular basis, meeting the internal needs of San Juan Island EMS and the external needs of the community
- Maintain education and training events calendar
- Collect all class fees and distribute certification cards
- Prepare and maintain training records required by the Washington State Department of Health and the American Heart Association
- Clean, maintain and inventory all training equipment and supplies including mannequins and AV equipment
- Maintain tidiness and functionality of training and education room
- Provide car seat installation, car seat safety checks and bicycle helmets for public.
- Provides address sign posts to the public in coordination with San Juan Island EMT Association.
- Order, maintain and inventory all educational and outreach program materials, equipment and supplies



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- Maintain and enhance positive professional relationships in the community and within the agency
- Maintain flexibility in scheduling with a positive attitude and team focus.

Public Information Officer (PIO) (Reporting to EMS Administrator)

- Develop outreach programs and materials
- Help maintain the SJIEMS Website and social media pages
- Manage the development of regular printed newsletters
- Help with press releases

Operations (Reporting to EMS Administrator)

- Maintain tracking and inventory of radios, pagers, AEDS operations equipment, such as radios, pagers and AED
- Respond to 911 calls as station EMT backfill
- Assist EMS Administrator in maintaining adequate response scheduling and coverage
- Provides back up administrative office coverage as needed
- Other duties as assigned by the Administrator

PHYSICAL REQUIREMENTS:

Ability to perform the physical tasks required for the essential functions of the job which include, but are not limited to, regular walking, sitting, and standing; the ability to intermittently lift, carry, push, and/or pull 100 lbs. occasionally, up to 50 lbs. frequently, and up to 20 lbs. regularly. In addition, the need to occasionally climb ladders and stairs, crawl, bend, stretch, twist, run, balance, crouch, stoop, turn, pivot, and otherwise be mobile; and all other physical activities as required in the performance of the essential functions. This position may result in exposure to individuals carrying infectious diseases or illnesses, such as Hepatitis A, B, or C, HIV, tuberculosis, etc. This position will involve periods of high physical, mental and/or emotional stress.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the employees' contract and general policies of the District.

EVALUATION:

Performance of this job will be evaluated yearly (usually August).