

City of Allentown
Position Description

Class Title: Public Health Paramedicine Specialist

Grade Number: 11N

Department: Community and Economic Development, Bureau of Health

GENERAL PURPOSE

The Public Health Paramedicine Specialist is a public health professional responsible for providing care to a select group of patients and public health education outreach to the community. Performs a variety of activities including the development of plans and templates; event coordination on activities such as public health engagement and outreach, emergency preparedness and response presentations, trainings, drills, exercises, and the deployment of public health resources.

SUPERVISION RECEIVED

Works under the supervision of the Public Health Engagement and Outreach and Public Health Emergency Preparedness Managers, an RN, or a medical provider.

SUPERVISION EXERCISED

Does not supervise staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- A. Ability to work in a variety of both clinical and non-clinical settings and environments, both independently and as part of a team.
- B. Ability to design and implement objectives and strategies that increase public health emergency response capabilities within the parameters of the grant funding and based on program goals.
- C. Accepts and follows up on referrals from EMS, Fire, Police and local clinical providers, monitors patient progress and effects warm handoffs to appropriate resources.
- D. Supports patients identified as high ED utilizers.
- E. Assist in stakeholder engagement, document collection, policy development, and other tasks related to achieving and maintaining Project Public Health Ready (PPHR) recognition.
- F. Assist with the reviewing, updating and maintenance of the city's all-hazards public health emergency plan and procedures.
- G. Participate in the planning and implementation of meetings, exercises, drills and emergency responses, as necessary.
- H. Participate in and/or present at relevant meetings to promote the role of public health in all-hazards preparedness and further strengthen relationships with relevant city, local and regional agencies and other key partners.
- I. Research, compile, review, and analyze information to determine effectiveness, recommend changes/improvements, and prepare correspondence and reports.

- J. Prepare project status reports, grant reports, and briefing materials as requested.
- K. Prepares education and training lesson plans, curriculum, training aids, literature, and audio-visual materials.
- L. Participate in trainings and other educational opportunities to enhance knowledge of emergency preparedness, response, and recovery field.
- M. Provide quality and effective customer service with courtesy and understanding to our customers, citizens and internal departments.
- N. Available to respond to public health emergencies and assume the role designated for him/her in the public health emergency response plan.
- O. Schedule & conducts outreach activities (door-to-door, street, group and community activity) to promote public health prevention and early detection messages and promote the services available through the Health Bureau.
- P. Collects, compiles and enters data, maintains records and reports accomplishments.
- Q. Participates in professional development programs to enhance knowledge and performance.
- R. Maintains communication with all programs within the Health Bureau and the city.
- S. Acquires, maintains, and demonstrates the public health core competency.
- T. Performs related work as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- A. Completion of a standard high school course, supplemented by course work in emergency medical and paramedic techniques, and preferably one year of field experience; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.
- B. Certification as a Pennsylvania Paramedic with, or with the ability to acquire current medical command.
- C. Current ACLS, PALS, and CPR certifications.
- D. Valid motor vehicle operator's license with no DUI conviction(s) within the past four years. Must not have any felonies or drug-related convictions. No suspensions or revocations of medical command privileges within 5 years.
- E. Attend and successfully pass/ complete/ maintain other courses as determined by the EMS Bureau Manager. Courses include but are not limited to: Emergency Vehicle Operators Course, Hazardous Materials Operations, NIMS courses, Basic Vehicle Rescue, Advanced Airway Management, HIPAA, RedFlag, etc.
- F. Experience in emergency preparedness planning and response is preferred.

Necessary Knowledge, Skills and Abilities:

- A. Complete and demonstrable knowledge of PA State paramedic treatment protocols as applicable to the Eastern PA EMS Region.
- B. Have and maintain the physical ability to perform the functions of the job safely and effectively as defined below in Physical Demands.
- C. Ability to read, write and speak fluently in English. Bi-lingual in Spanish or other languages preferred.

- D. Ability to communicate verbally with patients, family and others in diverse cultural and age groups.
- E. Ability to establish and maintain effective and cooperative working relationships with other employees, superiors, hospital staff and the general public.
- F. Ability to understand and follow complex oral and written instructions.
- G. Ability to use good judgment and remain calm in high-stress situations.
- H. Ability to quickly perform the precise practical mathematical calculations pertinent to ratio and proportion of medication and equipment used in emergency patient care.
- I. Ability to perform a wide variety of limited mechanical work involved in the testing and maintenance of medical, vehicle and rescue equipment.
- J. Possess self-discipline, tact, and courtesy.
- K. Must be cognizant of all legal, ethical, and moral obligations inherent within the paramedic's scope of practice and federal HIPAA / Health Laws.
- L. Ability to read a map and following driving directions quickly and accurately.
- M. Provide quality and effective customer service with courtesy and understanding to our customers, citizens and internal departments.
- N. Knowledge of the principles of health education.
- O. Good communication and interpersonal skills.
- P. Ability to work effectively with members and leaders of the community and the general public, and to interact in a non-judgmental, culturally sensitive manner with people of diverse cultures and lifestyles.
- Q. Willingness to perform outreach duties in the community.

TOOLS AND EQUIPMENT USED

This position requires daily use of a motor vehicle, computers, printers, photocopiers, phone, multimedia equipment (e.g. portable projectors, projection screens) and other electronic devices.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met and maintained by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be available to enable individuals with disabilities to perform certain essential functions, as long as those accommodations do not impede the safety or efficiency of a two-person paramedic crew required to perform a routine standard of care.

The National Standard Curriculum articulates the following: Aptitudes required for work of this nature are good physical stamina, endurance, and body condition that would not be adversely affected by frequently having to walk, stand, lift, carry, and balance at times, in excess of 125 pounds. (250 pounds with two people) Motor coordination is necessary because over uneven terrain, the patient's, the paramedic's, and other workers' well-being must not be jeopardized. Further, in the environment of the City of Allentown, the fast-paced urban aspect of EMS requires that the paramedic be able to endure the physical strain of the job over a busy shift and tour of duty. The paramedic

will often have to perform under stressful physical conditions multiple times during a shift.

As a non-inclusive list of examples, one must have and maintain the ability to:

- A. Safely and repeatedly lift the head-end of a folding stretcher (litter) with a 250lb secured adult, without assistance other than the second person at the foot end.
- B. Using a Stair Chair, safely lift and move a 200lb patient up and down a standard flight of stairs with the assistance of a second person.
Using a Reeve's type stretcher or similar device along with a competent partner, safely carry a 250lb person for 10' at a minimum height of 33" (PA Department of Health EMT-Basic objective).
- C. Carry routine medical equipment such as oxygen bottles, heart monitors, stretchers and shift boxes/bags in two hands, to and from the patient's location.
- D. Bend and stoop, crawl on one's belly and maneuver into odd positions in an attempt to reach a patient who is entrapped or entangled.
- E. Be able to run in the event that you must egress an unsafe situation.
- F. See clearly and be able to read small print on medication containers accurately.
- G. Hear and comprehend instructions in situations that are loud or chaotic.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

