Job Description

Title/Position: Paramedic
Department: Hospital/ED/Ambulance
Reports To: Director of Nursing & CMO
FTE : 0.75
FLSA Status : Non-Exempt
Wage Scale: $24.47-$36.23
Reviewed: 08/2026

JOB SUMMARY:

The Paramedic provides emergency medical services and patient care in both the pre-hospital and hospital settings. This position is based within the Critical Access Hospital and Emergency Department and is responsible for responding to ambulance calls and providing emergency medical care and transportation.

When not responding to ambulance calls or transfers, the Paramedic functions as a member of the hospital and Emergency Department care team. The Paramedic works collaboratively with physicians, registered nurses, and other healthcare professionals to support safe, efficient, and compassionate patient care. Within the hospital setting, the Paramedic functions within their approved scope of practice and organizational policies and, as appropriate, under the direction and supervision of the Registered Nurse and/or provider.

The Paramedic assists nursing staff with patient care activities, activities of daily living, monitoring, mobility, comfort, and other assigned duties. The Paramedic must be able to transition effectively between pre-hospital emergency response, interfacility transport, Emergency Department care, and inpatient support based on patient needs and operational priorities.

The paramedic will be scheduled 12-hour shifts and be based in the Hospital. The paramedic's primary responsibility is to respond to emergency calls and go on transports.

STANDARD REQUIREMENTS:

- Supports the mission, vision, and values that make us SHINE at Appleton Area Health.
- Adhere to AAH Code of Conduct
- Adhere to facility policies
- Supports, cooperates with, and implements specific procedures and programs for:
    - Safety, including universal precautions and safe work practices, established fire/safety/disaster plans, risk management, and security, report and/or correct unsafe working conditions, equipment repair, and maintenance needs.
    - Confidentiality of all data, including resident, employee, and operations data.
    - Quality assurance and compliance with all regulatory requirements.
    - Compliance with current law and policy to provide a work environment free from sexual harassment and all illegal and discriminatory behavior.
- Supports and participates in common teamwork:
    - Cooperates and works together with all co-workers; plans and completes job duties with minimal supervisory direction including appropriate judgment.
    - Uses tactful, appropriate communication in sensitive and emotional situations.
    - Follows up as appropriate with supervisor, co-workers, or residents regarding reported complaints, problems, and concerns.
    - Promotes positive public relations with residents, family members, and guests.

- Completes requirements for in-service training, acceptable attendance, uniform dress codes including personal hygiene, and other work duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: (The following statement represents the minimum experience and training standards that will be used to admit or reject applicants for interview and selection, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education).

- High school diploma
- Current National Registry Paramedic
- Current MN Paramedic Certification
- Current Healthcare Provider BLS Certification
- Current ACLS Certification
- Current valid, non-restricted Minnesota Driver's License
- Training in Emergency Vehicle Operations
- EVOC or be able to pass the curricula in one year
- Strong critical-thinking, prioritization, communication, documentation, and time-management skills.
- Ability to work independently and collaboratively.
- Ability to maintain professionalism, confidentiality, and composure in stressful or rapidly changing situations.

ESSENTIAL FUNCTIONS:

- Respond to ambulance calls and provide assessment, stabilization, treatment, and transport within the Paramedic's authorized scope of practice and established protocols.
- Safely operate emergency vehicles and maintain ambulance equipment, medications, supplies, and readiness.
- Complete accurate and timely documentation of EMS, transport, and hospital patient care activities.
- Assist Emergency Department staff with patient assessment, monitoring, procedures, resuscitation, and other patient-care activities within approved scope and demonstrated competency.
- Function as an extension of the nursing care team under the direction of the RN and/or provider, assisting with vital signs, patient observation, mobility, positioning, toileting, hygiene, feeding, and other activities of daily living.
- Recognize and promptly report changes in patient condition to the RN and/or provider.
- Assist with patient transport, room preparation, stocking, cleaning, equipment, and other department needs.
- Communicate effectively with patients, families, EMS personnel, physicians, nurses, and other members of the healthcare team and provide appropriate handoff during transitions of care.
- Maintain required licensure, certifications, continuing education, and competencies and participates in quality, safety, and emergency preparedness activities.
- Perform other duties as assigned within training, competency, scope of practice, and organizational policy.

PHYSICAL AND MENTAL DEMANDS:

For physical and mental demands of the position and environment, see the following description.

Physical and Mental Demands (The ADA requires employers to make reasonable accommodations for a person with a Disability. This information is needed to assist AAH in meeting these obligations).				
PHYSICAL DEMANDS (FREQUENCY BASED ON AN 8 HOUR SHIFT)	**NOT APPLICABLE**	**OCCASIONALLY 1-2.5 HR**	**FREQUENTLY >2.5-6 HR**	**CONTINUOUSLY >6-8 HR**
STANDING			X	
WALKING			X	

SITTING			X		
REACHING ABOVE SHOULDERS		X			
REACHING AT WAIST LEVEL		X			
REACHING BELOW KNEE		X			
CLIMBING	X				
LIFTING ABOVE SHOULDER <10 LBS		X			
LIFTING ABOVE SHOULDER > 10 LBS		X			
LIFTING FROM FLOOR TO WAIST <10 LBS		X			
LIFTING FROM FLOOR TO WAIST 10-30 LBS		X			
LIFTING FROM FLOOR TO WAIST >30 LBS		X			
CARRY WAIST LEVEL <10 LBS		X			
CARRY WAIST LEVEL 10 - 30 LBS		X			
CARRY WAIST LEVEL TO 31 - 50 LBS		X			
CARRY WAIST LEVEL > 50 LBS		X			
PUSHING/PULLING < 20 LBS		X			
PUSHING/PULLING 21 - 75 LBS		X			
PUSHING/PULLING 76 - 150 LBS		X			
PUSHING/PULLING >150 LBS		X			
WRITING		X			
HEARING					X
SQUAT/KNEELING		X			
REPETITIVE ACTIONS		X			
KEYBOARDING		X			
DRIVING	X				
SPEAKING					X
SEEING/VISUAL					X

PHYSICAL ENVIRONMENT					
X	NOISE		FUMES/GASES	X	CHEMICALS
	HEAT/COLD	X	HUMAN TISSUE/FLUIDS	X	BIOHAZARD MATERIALS
X	INFECTIOUS DISEASE		ANIMAL TISSUE/FLUIDS		DIRT
	MOVING MACHINERY	X	RADIATION	X	LASERS
	VIBRATION		WET/HUMID ENVIRONMENT	X	WORK INSIDE
	WORK OUTSIDE	X	TELEPHONE USAGE		
MENTAL DEMANDS					
X	FREQUENT PEOPLE CONTACT	X	FREQUENT INTERRUPTIONS	X	MULT. CONCURRENT TASKS
X	IRREGULAR WORK SCHEDULE	X	DECISION MAKING SKILLS	X	FREQUENT DEADLINES
	SUPERVISORY SKILLS	X	CONCENTRATION REQUIREMENT	X	ORGANIZATIONAL SKILLS
X	DETAILED WORK	X	ABILITY TO WORK INDEPENDENTLY	X	ABILITY TO WORK W/ OTHERS

SPECIAL CONSIDERATIONS/UNIQUE ENVIRONMENTS OR DEMANDS:

Disclaimer

The above statements are intended to describe the general nature of job duties and responsibilities typically assigned, identify the essential functions, and list the requirements of this job. They are not intended to be an exhaustive list of all supplemental duties, responsibilities, or non-essential requirements; nor should this

document limit the supervisor's right to modify assignments as necessary. This document does not create a contract for employment.

Receipt and Acknowledgement

I acknowledge and understand that:

- Receipt of this job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation, I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.
- I have read and understand this job description.

I do/do not (please circle one) need accommodations under the Americans with Disabilities Act.

Employee's Name (Printed): _____

Employee Signature: _____

Effective Date: _____