

Sumter County Office of Human Resources



RENEE T. BRUNSON
Human Resource Assistant
Telephone: (803) 774-2824
FAX: (803) 774-2827

Sumter County
Administration Building
13 East Canal Street
Sumter, SC 29150

Sumter County is Presently Seeking
Paramedics (Full-time)
Starting Salary \$23,006-\$32,208 DOQ

Examples of Work Performed: Responds to emergency calls, providing basic, intermediate, and advanced life support treatment to patients, as well as transportation to appropriate medical facility. Assesses the condition of patients and makes decisions regarding proper courses of action. Performs such duties as CPR, cardiac monitoring, medication calculation and administration, splint application, wound treatment, control of bleeding, monitoring and relaying of vital signs, oxygen and IV therapy administration, sterile suctioning, intubation, gastric lavage, defibrillation, ECG monitoring and the management of cardiac arrest and severe trauma patients. Performs extrication of victim's wreckage as necessary. Performs all duties in accordance with established medical protocol, policies and procedures. Operates an ambulance and a wide range of life-saving/life supporting equipment, etc. and a variety of office equipment. Maintains radio communications with dispatch center, hospital personnel and other public safety agencies to receive and to transmit instructions involving patient care. Assists with the inspection and maintenance of emergency vehicles and the performing of daily supply and equipment inventory. Completes required records and forms documenting patient treatment. Attends in-service training as required to maintain certification. Receives, reviews, prepares and/or submits various documents including patient bills, daily logs, patient treatment and insurance records, etc. Interacts and communicates with various groups and individuals. Performs related duties as required.

Required Knowledge, Skills & Abilities: Has knowledge of the functions, plans, and administration of all facets of the Emergency Medical Services Program. Is knowledgeable in the operations and activities of all County departments in relation to the specific duties of the Paramedic. Has comprehensive knowledge of first aid and advanced life support methods and theories. Knows how to maintain emergency vehicles and related equipment, supplies and materials. Is skilled in administering first aid and CPR as needed, as well as other medical treatments and assistance. Has knowledge in all proper techniques used by paramedics. Has knowledge of protocols and the appropriate use of same. Is knowledgeable of medical terminology as related to pre-hospital treatment and medicine, and is able to interpret and use legal terminology as required. Is able to recognize signs and symptoms of various illnesses. Is able to make sound, educated decisions that affect lives. Is able to show a high level of discretion and flexibility in daily operations. Is able to perform according to standards despite working long hours and intense, exhausting schedules. Has the ability and knowledge to evaluate the activities of staff members, provide assistance when needed, and recommend methods for improvement when needed. Is skilled in the compilation of various records and related information. Is able to communicate in a firm and tactful manner with various agencies, members of the public, County departments and is persuasive in such communication. Is able to utilize and maintain various tools and equipment as necessary in the completion of daily activities. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Must be able to lift and/or carry weights of up to 200 lbs. including moving patients to safety or onto stretchers.

Minimum Requirements: Requires high school diploma and CPR, paramedic certifications supplemented by one to two years of EMS experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must be in good physical health. Must possess a valid state driver's license.

Benefits: One of the most important benefits offered to a Sumter County Employee is the opportunity to select the State Health Plan for insurance coverage. The plan offers complete freedom of choice in selecting a doctor or health care provider, the choice of treatment facilities, as well as where and how to purchase medication. Retirement benefits are offered for County employees who are eligible and members of the South Carolina Retirement System (SCRS) or the Police Officers Retirement System (PORS). A complete listing of benefits offered will be given at the interview and again during the benefits orientation.

Qualified Candidates are to Contact:

SC Employment Security Commission
Job Services Office
29 East Calhoun Street, Sumter, SC 29150

Or

Visit our Website for a Pre-employment Application at www.sumtercountysc.org

And

Fax Cover Letter, Resume and Application to Renee T. Brunson at (803) 774-2827

Or

E-mail Cover Letter, Resume and Application to Renee T. Brunson at rbrunson@sumtercountysc.org

Opening Date: September 24, 2007

Closing Date: When Position Filled

EEO/AA
DRUGS DON'T WORK