

DELLS-DELTON EMS EMPLOYMENT INFORMATION

Full-time and Part-time Paramedics

The Dells-Delton Emergency Medical Service Commission is currently accepting applications to create an eligibility list for future full time and current part time Paramedic openings. Dells-Delton EMS is a Paramedic System. The eligibility list will be for full time, part time positions are currently available. Part time hours vary according to the needs of the service.

Note: Dells-Delton EMS considers applications for employment without regard to race, color, national origin, ancestry, religion, sex, age, disability, political belief, military service or any other protected class. Dells-Delton EMS is a drug & alcohol free workplace.

Minimum Requirements:

- U.S. Citizen
- A minimum age of at least 18 at the time of appointment
- Education – Applicants must meet the following requirements and have supporting documents:
 1. Must have a current Paramedic License with the State of Wisconsin by the time of hire
 2. If not currently licensed must be enrolled in a paramedic class
 3. Current ACLS
 4. Current CPR for the Healthcare Provider
 5. Valid Driver's license

A 3-year union contract was adopted and will be in place January 1st, 2018 through December 31st 2020. Annual Salary will start at \$48,000 – \$51,317.76. Not included in the salary range are many overtime opportunities, based on the minimum staffing requirements. Paramedics are represented by their local IAFF union.

Full Time Benefits Package:

- Health and Dental Insurance : State Health Insurance Plan / local
- Vacation: Based on accrual rate 72 hours through 240 hours.
- Sick time: Accrual of 12 hours a month for a total of 144 hours / year. Sick leave may be accumulated year to year, up to a maximum of 1,440 hours.
- Life insurance: State Plan
- Wisconsin State Retirement / Protected
- Deferred Compensation
- Income Continuation

Paramedic Hiring Process:

I. Written Application and Required Documents

All applications must be postmarked or received by Monday, April 22nd at 5:00pm. All application materials must be received in their entirety in order for the application to be accepted. Failure to have all of the required documentation turned in will result in your application being denied. Applications can be obtained on our website at; www.dells-deltonems.org. Mail all application packets to: Dells-Delton EMS, PO Box 716, Lake Delton, WI 53940.

Required Documents:

1. Dells-Delton EMS Application.
2. Unofficial copies of college transcripts.
3. Copy of National Registry card and State of Wisconsin EMS license at your current level.
4. Copy of current CPR card and ACLS cards.
5. Copy of a valid Wisconsin driver's license.
6. Any pertinent materials which you may wish to include such as a resume.

II. Review of application and documents

All applications and supporting documents will be thoroughly reviewed. If it has been determined that you have met all requirements you will be contacted to take our written and practical exams. **All required documentation must be complete and included with your application** or you will not be considered for employment.

III. Practical, Written Examinations

You **must** bring a current state photo ID with you to the written and practical exams. If you do not have proper ID you will not be able to take the exams.

All applicants must successfully complete the practical and written exams to move forward in the application process.

The written exam will be composed of questions covering reading comprehension, problem solving, math, reasoning, and EMS life support. All applicants must have a successful pass score on the test to proceed on in the application process. The practical & written exams are scheduled for Wednesday May 1st at 08:30 at the Delton Fire & EMS Building, 45 Miller Drive, Lake Delton.

IV. Oral Interviews with Deputy Chiefs

Your practical and written test scores will determine if you qualify to move to the oral interview with our Deputy Chiefs. Applicants will be asked a series of questions to determine their capabilities and skills and to ensure they meet the high standards of our organization. All applicants will be asked the same questions. The panel reserves the right to ask follow-up questions as they deem necessary. All oral interviews will be conducted Wednesday May 8th at a pre-arranged time slot.

V. Background Investigations

After the Deputy Chiefs interviews, eligible candidates will be vetted by a thorough background investigation.

VI. Eligibility List

Applicants, after passing the background investigation, candidates will be placed on an eligibility list based on their combined score from the practical, written examinations and oral interviews. Current and/or future vacancies will be filled using this eligibility list for either one year or until the list is exhausted. If at any point an applicant is no longer enrolled in a paramedic class or becomes ineligible for a Paramedic License by the State of Wisconsin, they must inform Dells-Delton EMS and will be removed from the eligibility list.

VII. Pre-Employment Interview

As vacancies occur, you will be notified if you are eligible for an interview with the Director of EMS and the Director of Public Safety. At that time, you may be offered a position with Dells-Delton EMS contingent on your completion and passing of our physical ability test and psych eval.

VIII. Offer of Employment

Upon successful completion of all other pre-employment processes, the applicant may be offered a full-time or part-time position based on the needs of the department at the time.



Dells-Delton EMS

Janene M. Clark – Director

PO Box 716, 45 Miller Drive, Lake Delton, WI 53940

Phone – 608-254-2159 Fax – 608-254-8583 Website - www.dells-deltonems.org

Paramedic Job Description:

Reports to: Ambulance Director
Deputy Chiefs

Essential Functions.

Each employee is required to do the following:

1. Drive a DDEMS vehicle as needed.
2. Render emergency medical care.
3. Follow procedures set forth by medical control.
4. Assist in rescue and in the transporting of a patient(s).
5. Prepare the necessary forms and reports documenting the care provided to the patient.
6. Inspect the ambulance and equipment before and after calls to assure compliance with safety regulations.
7. Prepare ambulance for the next run.
8. When appropriate, assume command of emergency medical employees assisting patients.
9. When appropriate, communicate and coordinate response with police, fire and rescue employees in accordance with the procedures of the DDEMS.
10. Participate in cleaning, restocking, changing of defibrillator battery and all equipment and medicines; disinfect the ambulance after each call.
11. Perform other duties as requested or required by the Ambulance Director or the Deputy Chief.

Physical Demands of the Position:

All Paramedics must be able to act in extreme conditions requiring physical strength and abilities in order to deliver medical treatment and transport patients. All Paramedics must have the following minimum abilities:

1. Standing, walking, running, sitting, stooping.
2. Kneeling, crouching, crawling.
3. Grappling, climbing, balancing, bending/twisting.
4. Reaching, feeling.
5. Talking, hearing.
6. Corrected vision (100 feet or more), near vision (10 inches or less).
7. Lifting 100 pounds or more.
8. Carrying, pushing/pulling (100 pounds or more).

Equipment Used:

1. Cot.
2. Traction Splint.
3. Oxygen regulators and tubing.
4. Defibrillator.
5. King / ET Tube.
6. Splint devices
7. Blood pressure monitoring equipment (manual and automatic) including Pulse Oximeter.
8. Stethoscopes
9. Pen lights.
10. Kendrick extrication devices (KED).
11. Cervical immobilization devices (CIDS) including cervical collar.
12. OB/GYN Kits.
13. IV needles and solutions

14. Long and short boards.
15. Stair Chairs.
16. Straps, cling gauze and bandages.
17. Hand tools.
18. Road flares.
19. Window punches.
20. Wrenches, brooms, mops.
21. Automobile (Ambulance).
22. Eye protection.
23. Gloves, gown, mask.
24. Scoop stretcher.
25. Other patient transfer equipment.
26. Other equipment, devices or tools provided by the DDEMS for performance of duties.

Knowledge and Skills Required:

1. Working knowledge of driver safety.
2. Ability to perform strenuous or peak physical effort during an emergency for prolonged periods of time.
3. Effective communication, oral and written skills.
4. Understanding and following work rules.
5. Read, write, add, subtract, and simple math equations.
6. Good driving record and skills.
7. Ability to perform duties in stressful and possibly life-threatening situations.
8. Ability to express understanding and compassion to patients and others involved in a crisis situation.
9. Ability to establish effective working relationships with employees, other agencies, and the general public.
10. Knowledge of Standard Operating Procedures.
11. Knowledge and ability to operate tools, instruments, medical instruments, equipment and devices.
12. Knowledge of regulations protecting patient confidentiality.
13. Ability to file complete report forms.

Medical/Physical Abilities:

Applicants may be required to submit to a medical examination, drug screening and a physical ability examination as a condition of employment.

Behavior and Attitude: The mission and philosophy of the EMPLOYER requires that its employees perform in both a professional and personable manner. The manner in which the employee relates to fellow employees and patients is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each patient and fellow employees is requisite of successful job performance. In addition, confidentiality of the EMPLOYER'S business must be maintained.

Purpose of the Position: The Paramedic, renders emergency medical care to sick, disabled or injured individuals based on signs, symptoms or complaints, prior to the individual's hospitalization or while transporting the individual between health care facilities. Care is limited to the use of knowledge, skills and techniques received from Paramedic training.

Education\Training\License:

1. High School Diploma or GED.
2. Possess a current Wisconsin Paramedic license at time of appointment.
3. Current certification in CPR for the Healthcare Provider.
4. Current ACLS certification.



Dells-Delton EMS
 45 Miller Drive, PO Box 716
 Lake Delton, WI 53940
 www.dells-deltonems.org

APPLICATION FOR EMPLOYMENT – PARAMEDIC

NOTICE: All questions must be answered. Incomplete or illegible applications will not be considered. If the space provided is insufficient for complete answers or you wish to furnish additional information, please attach additional pages.
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1. PERSONAL INFORMATION			
Name (Last, First, Middle)			Social Security # (xxx-xx-xxxx)
Address (Apartment, Street, P.O. Box)			Home Telephone Number
City	State	Zip Code	Work Telephone Number
Email Address			Cell Phone Number

Position applying for? Full-Time Part-Time

Date available to start?

Are you at least 18 years old? Yes No

Are you a United States citizen? Yes No

Do you have a high school diploma, GED or HSED? Yes No

Do you possess a valid Wisconsin driver's license or a valid driver's license from another state? Yes No

Driver's License #: State: Class:

Have you ever been convicted of a felony? Yes No

Have you ever been convicted of a misdemeanor? Yes No

Have you ever been excluded from any state or federal health care program? Yes No

2. CERTIFICATION INFORMATION			
(List only current certifications, photocopies required at interview)			

Certification	Certification Number	Expiration Date	Certifying Agency
CPR			
EMT / Intermediate Tech / EMT-P <i>(circle one)</i>			
National Registry			
PALS			
ACLS			
BTLS			
EMD			
CDL			
Other:			

3. EDUCATION		
	Dates	
Name of School(s)	From To (mm/yyyy) (mm/yyyy)	Degree, Diploma, or Credits Earned
<i>High School(s)</i>		

College(s)

EMS / Fire Service Related Training (not listed above):

EMS / Fire / Professional Affiliations (other than listed under prior employment):

4. EMPLOYMENT

Begin with current or most recent employer. List chronologically all employment, including summer and part-time employment while attending school. To furnish additional employment information, attach sheets of the same size and format as this application.

Name and Address of Employer	Dates of Employment	
	From (mm/yyyy)	To (mm/yyyy)
Name of Employer:		
Address:	Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/>	Annual Salary/Wages:
City:	State:	Zip Code:
Supervisor's Name / Telephone Number:	May we contact the employer / supervisor? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Position and kind of work:	Reason for Leaving:	

Name and Address of Employer	Dates of Employment	
	From (mm/yyyy)	To (mm/yyyy)
Name of Employer:		
Address:	Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/>	Annual Salary/Wages:
City:	State:	Zip Code:
Supervisor's Name / Telephone Number:	May we contact the employer / supervisor? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Position and kind of work:	Reason for Leaving:	

Name and Address of Employer	Dates of Employment	
	From (mm/yyyy)	To (mm/yyyy)
Name of Employer:		
Address:	Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/>	Annual Salary/Wages:
City	State:	Zip Code:
Supervisor's Name / Telephone Number:	May we contact the employer / supervisor? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Position and kind of work:	Reason for Leaving:	

5. MILITARY SERVICE

Branch of Service	From (mm/yyyy)	To (mm/yyyy)	Active Duty or Reserve	Highest Grade	Skill Specialty or Primary Duty

Honorably Discharged from Military Service? Yes No Not Applicable

6. REFERENCES

Give three references (not relatives, or present employer)

Name:

Position/Title/Profession:

Number of Years Acquainted:

Address:

City/State/Zip:

Telephone Number:

Name:

Position/Title/Profession:

Number of Years Acquainted:

Address:

City/State/Zip:

Telephone Number:

Name:

Position/Title/Profession:

Number of Years Acquainted:

Address:

City/State/Zip:

Telephone Number:

APPLICANT PLEASE READ CAREFULLY AND SIGN BELOW

Information provided and statements made as part of this application may be grounds for not employing you or for dismissing you after you begin work. All information and statements made are subject to verification.

CERTIFICATION

ALL INFORMATION PROVIDED AND STATEMENTS MADE BY ME AS PART OF THIS APPLICATION, OR AS PART OF ANY ADDITIONAL INFORMATION PROVIDED IN SUPPORT OF THIS APPLICATION, ARE COMPLETE, CORRECT, AND TRUE TO THE BEST OF MY KNOWLEDGE.

I UNDERSTAND THAT IF I AM EMPLOYED, FALSE INFORMATION PROVIDED OR FALSE STATEMENTS MADE AS PART OF THIS APPLICATION MAY BE CONSIDERED AS CAUSE FOR DISMISSAL.

Applicants Signature

Date Signed

Under the provisions of § 19.36, Wis. Stats., I request that my identity as an applicant for this position not be revealed without my consent or until required under law.

Applicants Signature

Date Signed

Special Requirements:

1. Must be at least 18 years of age.
2. Subject to Wis. Stats. sections 111.321, 111.322 and 111.335, not have an arrest or conviction record.
3. Current Unrestricted Wisconsin driver's license

Additional Functions:

1. Assures that the daily walk-around maintenance routine is performed.
2. Assures that each run sheet is completed.
3. Assures that the battery of each defibrillator is changed after every call if used.
4. Notifies Director of any deficiencies regarding maintenance, equipment, or supplies.
5. Has all medical release forms signed when applicable.
6. Assures that Standard Operating Guidelines, Policies and Procedures and Medical Protocols are followed on each run.
7. Assesses the need for additional services and makes the appropriate requests.
8. Makes decisions regarding patient care, hospital to be used and use of services.
9. Notifies Director immediately of any unusual circumstances including, but not limited to, accidents, mechanical problems, patient transport delays, regarding any ambulance run in which they are on.