

Title: Single Function Paramedic Supervisor: Deputy Chief of Operations Division: Operations Effective Date: 6/19/2026	Black Forest Fire Rescue Job Description Approved By: David Rocco	
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Single Function Paramedic (SFP)

Status: Full-time, At Will (-Nonexempt-)

Reports to: Company Officer

FLSA: Nonexempt- (eligible for overtime)]

Schedule: 48/96

Position Summary

The Single Function Paramedic (SFP) provides advanced life support (ALS) for medical assessment, treatment, and **patient transport** within the agency's service area. The SFP ensures high quality- **patient care**, conducts accurate documentation for **medical billing**, supports **medical supply ordering and inventory control**, **mentor's** peers and new hires, delivers internal and community **education**, and **maintains all required certifications**. The SFP functions as part of a team and operates under established medical protocols and direction, reporting directly to a **Company Officer**. This is an **at-will** position.

Essential Duties & Responsibilities

- **Patient Care & Transport**
 - Perform rapid assessment, triage, and ALS interventions per protocol and online medical direction.
 - Safely operate and/or ride in ambulances and specialty transport units; manage **patient transport** to appropriate receiving facilities.
 - Provide concise, accurate handoffs to hospital staff and maintain patient dignity, privacy, and safety.
- **Documentation & Billing**
 - Complete thorough, timely, and accurate electronic patient care reports (ePCR) that support clinical continuity, compliance, and **revenue cycle/billing** requirements.
 - Capture and verify all required demographics, times, interventions, medical necessity, and signatures.
- **Medical Supply Ordering & Readiness**
 - Monitor, **order**, receive, and restock medical supplies, medications, and disposables; maintain par levels and medication integrity (e.g., temperature logs, expiration control).
 - Perform daily vehicle/equipment checks; ensure readiness, cleanliness, and compliance with agency standards.

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- **Mentoring, Training & Education**
 - **Mentor** EMTs, new SFPs, interns, and ride -along students; model best practices and provide constructive feedback.
 - Assist with **education**: delivery skills labs, in -service training, community outreach (e.g., Stop the Bleed, CPR/AED), and onboarding/orientation tasks.
 - Participate in quality improvement (QI/QA), case reviews, and protocol updates.
- **Compliance & Safety**
 - Adhere to medical protocols, HIPAA, OSHA, and agency policies; follow infection control and scene safety practices.
 - Maintain current **certifications** and required continuing education (CE).
 - Operate agency vehicles in accordance with traffic laws and agency driver policies; complete incident reports as needed.
- **Collaboration & Customer Service**
 - Work effectively with fire, law enforcement, dispatch, hospitals, and mutual aid partners.
 - Provide compassionate, culturally competent service to patients, families, and the community.

This job description is not intended to be all inclusive-. The employee may perform other related duties as needed.

Minimum Qualifications

- Current **State licensed- Paramedic** (or Nationally Registered Paramedic with ability to obtain state licensure prior to hire).
- Current **BLS (AHA)** and **ACLS; PALS** or **PEPP** within 6 months of hire.
- Valid **driver's license** with an acceptable record; **EVOC/CEVO** (or equivalent) within 6 months.
- High school diploma or GED; ability to read, write, and document at a professional level in ePCR systems.
- Ability to lift, carry, and move patients and equipment safely; meet agency physical/medical standards.

Preferred Qualifications

- **Prehospital experience** in 911 or interfacility transport environments.
- **NIMS/ICS** (100/200/700/800).
- Instructor credentials (e.g., **AHA BLS/ACLS/PALS**, TECC/ITLS).

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- Familiarity with **ePCR** platforms and revenue cycle documentation best practices.
- **Wildland or fire adjacent- certs** (e.g., S-130/190) and Red Card to receive FPPA benefits.
- Spanish or additional language proficiency.

Knowledge, Skills & Abilities

- Expert clinical decision making- under pressure; strong airway, cardiology, trauma, and pharmacology skills.
- Professional communication—clear radio traffic, concise hospital notifications, and respectful patient interactions.
- Accurate, complete documentation aligned with clinical, legal, and **billing** standards.
- Equipment operation: cardiac monitors/defibrillators, ventilators, infusion pumps, stretchers, stair chairs, suction, etc.
- Teamwork, mentorship, and positive contribution to a just culture-/QI environment.

Physical Demands & Work Environment

- Frequent standing, walking, bending, kneeling; lifting/pushing/pulling **up to 100 lbs.** with assistance and use of devices.
- Exposure to all weather conditions, biohazards, loud noise, and stressful situations; use of PPE is required.
- Shift work, overtime, and callback may be required.

Performance Metrics (Examples)

- Clinical quality indicators (protocol adherence, pain control, cardiac arrest bundle).
- Documentation quality and timeliness supporting billing compliance.
- Response/readiness times, equipment uptime, and inventory accuracy.
- Contribution to training/mentoring and participation in QI activities.
- Professional conduct, teamwork, and customer service feedback.