



<b>Job Title</b>	<b>Fire Community and Public Health Provider I</b>	<b>FLSA Status</b>	<b>Non-Exempt</b>
<b>Band</b>	<b>GNL</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>5</b>	<b>Job Code</b>	<b>12722</b>

**Class Specification – Fire Community and Public Health Provider I**

<b>Summary Statement:</b>	
The purpose of this position is to provide medical and administrative support to the Fire Community and Public Health Program. This is accomplished by providing injury and illness prevention, wellness and community health education, immunization assistance, patient navigation, education of the appropriate use of the 9-1-1 system, and chronic disease management.	
<b>Essential Functions</b>	Note: Regular and predictable attendance is an essential function in the performance of this job.
<b>Time %</b> (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
100%	Ability to learn Fire Department policies and procedures; refer patients to community resources; provide patient centered emergent and non-emergent care; advise follow up care; assist with mobility issues; provide patient navigation; provide point of care testing; coordinate patient care; provide assistance with social service needs; post hospital release follow-up care; and maintain patient care reports and communicate with necessary parties.

<b>Competencies Required:</b>	
Human Collaboration Skills: Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.	
Reading: Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	
Math: Intermediate - Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self- study.	
Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and	



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self-study.

**Technical Skills Required:**  
 Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

**Relevant Background and Formal Education:** Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.  
 Education: Equivalent to completion of the twelfth grade (high school diploma or GED).  
 Experience: Three years of full-time State of Colorado Emergency Medical Technician Basic (EMT-B) experience.

**Certifications and Licenses:** Must possess or be able to acquire the following certifications and/or licenses.

Basic Life Support (BLS)	Upon hire
State of Colorado Emergency Medical Technician Basic (EMT-B) and Nationally Registered	Upon hire
Cardiopulmonary Resuscitation (CPR)	Upon hire
Certifications required in accordance with standards established by departmental policy.	

**Supervision Exercised:**  
 Position has no responsibility for the direction or supervision of others.

**Supervision Received:**  
 Receives Directions: The employee normally performs the duty assignments after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.



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**Fiscal Responsibility:**

The job title prepares accounting, budget, employment actions, and purchasing documents; and does research to justify language used in documents for a unit or division of a department.

**Physical Demands:**

Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.

<b>Environmental Conditions</b>	<b>Frequency</b>
Primary Work Environment	Office Environment
Extreme Temperature	Seasonally
Wetness and Humidity	Seasonally
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Several Times per Month
Mechanical and/or Electrical Hazards	Rarely
Exposure to Communicable Diseases	Frequently

**Machines, Tools, Equipment, and Work Aids:** Computer, printer, copier, telephone, standard office equipment, EKG, autoclave, thermometer, scale, glucometer, spirometer, audiometer, I-Stat (mobile lab), and ultrasound.

**Specialized Computer Equipment and Software:** Microsoft Office and Electronic Health Records software.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original Date: June 2015