



# Marion County Board of County Commissioners

## POSITION DESCRIPTION

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### EMS ADVANCED PRACTITIONER

**Department:** Fire Rescue

**Pay Grade:** 120

**FLSA Status:** Exempt

**Job Class:** 2029

**Risk Code:** 8832

#### JOB SUMMARY

The Advanced Practitioner (AP) will work collaboratively with our MIH team and under the guidance of the Physician Medical Director to address the diverse medical, social, and psychological needs of our patients. This role is instrumental in bridging the gap between field-based emergency medical services and traditional healthcare providers. This position provides timely evaluation and treatment of eligible individuals experiencing substance abuse through a comprehensive program that includes outreach, early intervention and treatment, education, and alignment of appropriate long-term resources. The Advanced Practitioner provides timely contact with individuals experiencing substance use disorder (SUD) or who have had a recent opioid-related overdose. The AP coordinates and provides appropriate therapeutic services and community resources necessary to care for individuals seeking treatment for opiate use disorder. Provides direct support and partnership to the subcontracted Patient Health Care Worker program and its advocates, liaisons, and other staff, in addition to providing direct services within the community. Provides culturally appropriate skills and clinical management to community-based agencies conducting health care outreach and advocacy services to low-income, uninsured residents of Marion County. Provides advocacy and education to promote health enhancing behaviors and health improvement for the medically needy and indigent. Collaborates with community leaders, individuals of need and their families/natural supports, healthcare providers, and health care leadership to improve local healthcare cultural competencies, patient health planning, and patient-level health outcomes.

#### ESSENTIAL JOB FUNCTIONS

- Clinical Care: Provide direct patient care in the field, including initial assessments, diagnosis, treatment, and follow-up care for individuals with complex medical and social needs.
- Collaboration: Work closely with interdisciplinary MIH team members, including paramedics, social workers, and community partners, to develop and implement patient care plans.
- Education: Offer clinical education and training to MIH team members, including initial paramedic education and ongoing continuing education.

- Quality Assurance: Participate in quality assurance activities, chart reviews, and process improvement initiatives to ensure the highest standards of patient care.
- Protocol Development: Assist in the review, development, and adaptation of patient treatment protocols to align with best practices and community needs.
- Consultation: Provide online medical direction and consultation for field crews to ensure safe and effective patient care.
- Equipment and Pharmacology Management: Maintain and oversee the inventory of required medical equipment and medications, ensuring compliance with regulatory standards.
- Community Engagement: Foster cooperation with local agencies, hospitals, and public safety entities to enhance patient outcomes and represent the department on EMS committees.
- Assist the Medical Director in diagnosing and treating substance abuse.
- Coordinate and direct medical services and care for patients experiencing substance use disorder (SUD).
- Ensures clinical programs are safe and appropriate while meeting medically appropriate, client-specific needs.
- Provides advanced care to patients, medication prescriptions, adjusts medications, and performs liaison functions between patients and other community caregivers.
- Provides information, education, and support for clients; promotes wellness, recovery, and skill-building to sustain better health; provides training in recovery options, symptom management, healthy lifestyle choices, recognizing and responding to relapse, managing crisis, and achieving and sustaining recovery.
- Provides leadership management and coordination to subcontracted agencies to hire Patient Health Care Advocates, Liaisons, and other staff, in addition to providing healthcare management and coordination services within the community.
- Maintains successful working relationships with social service, hospital, and community health agencies to gather and share information, best practices, and patient-level needs geared toward improving delivery of health care to underserved individuals.
- Conducts data analyses to identify deficiencies within the local health system and communicates findings.
- Develops patient healthcare navigation services and monitors its adherence to evidence-based practices in close collaboration and mutual management with the subcontracted agency selected and its hired Patient Health Care Advocates and Liaisons, including disciplinary, performance/goal setting, and employee evaluation.
- Develops systems of reporting. Develops service standards. Analyzes statistical data to measure effectiveness and efficiencies of service with subcontracted partnering agencies.
- Compiles information regarding health and social services to use to advocate and assure access and coverage for those served.
- May identify potential grant funding opportunities for appropriate health care related programs. Develops grant applications with service stakeholders.
- Engages community stakeholders, partners, and community members to provide education to the medically needy and uninsured in the areas of equitable health promotion, prevention, and socio-cultural health improvement.
- Participates in contact networks and coalitions to promote community collaboration, community input, and enhanced partnerships within the health care delivery system.
- Develops and presents community reports for community stakeholders, coalitions, and taskforces.
- Uses data to identify high users, reduced costs, and improved outcomes associated with the program.
- Completes all work in accordance with applicable laws and government regulations, including HIPAA. Maintains patient privacy and keep all protected health information (PHI) secure.

- Maintains knowledge and understanding of current best practices, trends, laws, and issues affecting area of expertise. Upon approval, attends educational events that will increase professional knowledge and be otherwise beneficial to the County. Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

## **SUPERVISION**

This position directly reports to the Deputy Chief of EMS and works with the Medical Director and Community Paramedics. Responsibilities include maintaining discretion with Human Resources and Payroll Departments with regard to medical leave and another personnel information.

## **QUALIFICATIONS**

### **Education and Experience:**

- Graduate from a certified Physician's Assistant PA-C program or Certified Nurse Practitioner program.
- 2 or more years of experience in the management or administration of community-based health care services, including experience in grants and contracts management. **(Fire/EMS service experience desired)**. Or any equivalent combination of education, experience, and training that provides the required knowledge, skills and abilities.
- Current clear, active, with no discipline state licensure as a Physician Assistant or Nurse Practitioner.
- **National Provider Identifier (NPI) or National certification as a Nurse Practitioner.**
- Previous experience in emergency medical services and/or mobile integrated healthcare is preferred.
- Strong clinical assessment and diagnostic skills.
- Excellent communication and teamwork abilities.
- Knowledge of EMS operations, protocols, and medical priority dispatch systems.
- Flexibility to adapt to the evolving needs of the community and program.
- Commitment to providing compassionate and high-quality patient care.

**Licenses or Certifications:**

Requirement exists at the time of hire and as a condition of continued employment.

- A valid driver's license is required, with a valid Florida driver's license obtained within 30-days of hire.
- Licensed in the state of Florida as a Physician Assistant (PA) or Nurse Practitioner (NP).
- Minimum of two (2) years of experience working as an PA and or NP in emergency care, mental health, or substance abuse.
- Current CPR/BLS/ACLS Healthcare Professional Certification.
- DEA License Number.

**Knowledge, Skills, and Abilities:****Language Skills**

- Good written and verbal communication skills and interpersonal skills, including public presentation skills, to be able to interact professionally and effectively with staff, management, agency personnel, medical professionals, patients, and other stakeholders. Able to explain facts, policies, and practices.
- Ability to work effectively with people of diverse cultures, ages, and economic backgrounds in a culturally competent manner.
- Capable of working independently with general supervision. Ability to read, analyze, and interpret common contracts, codes and regulations.
- Ability to respond to common inquiries or complaints from regulatory agencies or other county employees.
- Ability to communicate clearly and concisely, both verbally and in writing.

**Mathematical Skills**

- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Proficient skill and ability to read, comprehend, analyze, balance, and reconcile accounting and payroll records and to prepare accurate and clear accounting records, worksheets, charts, and reports.

**Problem-Solving Ability**

- Able to prioritize tasks, deal effectively with competing and changing priorities, and meet deadlines. Accurate, detail-oriented, and organized. Able to analyze and resolve difficult situations and problems.
- Ability to effectively handle confidential, difficult and sensitive issues by using tact, and diplomacy.
- Ability to anticipate, analyze, diagnose, and problem solve.
- Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.
- Ability to interpret complex and detailed technical data.
- Ability to study manual work processes to determine most effective methods for essential tasks.

**Specialized Skills and Abilities**

- Good knowledge and understanding of community-based approaches to patient-centered, population health improvement.
- Good knowledge and understanding of multi-morbid health conditions with emphasis on uninsured/underinsured patient populations.
- Good knowledge and understanding of state and local health care delivery systems, healthcare data analysis and management.
- Good knowledge and understanding of regulatory compliance necessary to successfully perform job duties, including HIPAA.
- Good knowledge and understanding of computer applications and software programs required to perform job duties, including electronic medical records technologies and data analytic software.
- Excellent customer service skills to handle regular contact with the general public, including citizens who may be ill or injured, upset, and/or distraught, requiring the utmost patience, tact, and discretion.
- Ability to exercise sound judgment and problem-solving skills in high-pressure situations.
- Ability to communicate clearly and concisely with co-workers and the public.
- Ability to read documents and view information outputs from medical equipment.
- Knowledge standard software packages, e.g., word processors, report writers, database applications, spreadsheets, project schedulers.
- Ability to plan and organize and meet multiple deadlines.  
Ability to remain calm in stressful situations.

### **PHYSICAL DEMANDS**

The work is sedentary work which requires exerting up to 50 pounds of force occasionally and/or moderate amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. While performing the duties of this job, the employee will occasionally be required to reach with hands and arms, climb or balance, taste, or smell; will regularly be required to stand, walk, and talk or hear; and will frequently be required to sit and to use hands to finger, handle, or feel.

### **WORK ENVIRONMENT**

Work is performed primarily in an indoor environment with limited exposure to adverse environmental conditions. While performing the duties of this job, the employee will occasionally be exposed to outdoor weather conditions.

***Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.***

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Employee Signature

\_\_\_\_\_  
Date

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Supervisor (or HR) Signature

\_\_\_\_\_  
Date

**E.O.E.** *Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.*