



Fire Department

Aaron Lipski
Chief

Joshua Parish
Assistant Chief

Andrew Timm
Assistant Chief

Russell Rivard
Assistant Chief

October 12, 2021

To the Honorable
The Board of Fire and Police Commissioners
200 East Wells Street, Room 705
Milwaukee, Wisconsin 53202

Dear Commissioners:

I am requesting that the following positions in the **Mobile Integrated Health (MIH) Program** be classified as exempt from competitive examination, pursuant to Fire and Police Commission Rule V, Sections 1 and 5. These positions are currently assigned to the Emergency Medical Services (EMS) Division. They are the **Fire Captain (MIH Program Manager)**, **Fire Lieutenant (MIH Program Supervisor)**, **Fire Paramedic (MIH Program Operations Coordinator)** and **Fire Captain (Milwaukee Overdose Response Initiative [MORI] Supervisor)**, all sworn positions represented by Local 215, Milwaukee Professional Firefighters Association.

The MIH Program Manager must ensure that system-wide workflows are in alignment with the mission, vision, values, and strategic goals of the department, that they are developed and implemented, and that relationships with external and internal stakeholders are fostered and maintained.

Exemption is appropriate given that the MIH Program Manager will need a wide range of skills to carry out his/her responsibilities, which include being a full-practice licensed paramedic, completion of Community Paramedic Training, superior interpersonal skills, leadership and management qualities, autonomy, accountability, effective communication skills to interact with a diverse group of clients, community partners, and co-workers, and knowledge of state and national healthcare trends.

This position's primary job duties are listed below:

- Strategically aligns operational objectives to ensure favorable financial and operational outcomes by forecasting requirements, preparing budgets, aligning resources, analyzing variances, and implementing corrective actions.
- Ensures compliance with safety procedures, regulatory guidelines, and professional practice standards. Controls and adheres to systems and processes that drive accountability for patient care.

- Develops, monitors, and reports key indicators for quality, productivity, and resource management, implementing new and/or improved processes to maintain or exceed program objectives.

The MIH Program Supervisor must oversee the daily operations of the community paramedics' functioning within the MIH Program, including scheduling, documentation monitoring, and accountability verifications. Training of new paramedics and producing necessary reports for tracking, quality improvement, and program advancement are also accomplished.

Exemption is appropriate given that the MIH Program Supervisor will need a wide range of skills to carry out his/her responsibilities, which include being a full-practice licensed paramedic, completion of Community Paramedic Training, superior interpersonal skills, management competence, autonomy, accountability, effective communication skills to interact with a diverse group of clients, community partners, and co-workers, and the ability to complete thorough, concise, and detailed documentation.

This position's primary job duties are listed below:

- Performs accountability monitoring of community paramedics, overseeing the daily operations of the team. Reports privacy violations to the MIH Program Manager via established methods of communication.
- Schedules community paramedics, including time-off requests and timecard review, to maximize labor productivity. Monitors documents prepared by community paramedics.
- Participates in the interviewing and training of new paramedics, as well as performance management to achieve key patient care.

The MIH Program Operations Coordinator serves as the day-to-day physical scheduling coordinator, and also assists patients in the community with identifying and overcoming barriers which prevent successful compliance with their care plans by monitoring, evaluating, and educating them in their home environment. Performs as an advocate and resource coordinator.

Exemption is appropriate given that the Program Operations Coordinator will need a wide range of skills to carry out his/her responsibilities, which include being a full-practice licensed paramedic, superior interpersonal skills, effective communication skills to interact with a diverse group of clients and co-workers, and the ability to complete thorough, concise, and detailed documentation.

This position's primary job duties are listed below:

- Assists with daily scheduling operations, to include continuity of information sharing and distribution of personnel. Reports violations or areas of concern to supervisor via established methods of communication.

- Conducts post-hospital-release follow-up care including, but not limited to, medication reconciliation/monitoring, dressing changes, and checking vital signs.
- Completes appropriate documentation and templates for the MIH Program, clearly communicating patient progress, concerns, and outcomes with accurate, concise reports.

The MORI Supervisor must examine multiple databases across several local agencies on a daily basis to compile overdose victims in the county, and then schedule and manage the MFD community paramedics, in conjunction with community partner substance use disorder (SUD) peer support specialists, to rapidly engage SUD patients as a multi-disciplinary team. As a leader in this effort, the MORI Supervisor will engage, navigate, and facilitate the addressing of patient needs.

Exemption is appropriate given that the MORI Supervisor will need a wide range of skills to carry out his/her responsibilities, which include being a full-practice licensed paramedic, completion of motivational interviewing and trauma-informed care training, superior interpersonal skills, initiative, effective communication skills to interact with a diverse group of clients, community partners, and co-workers, and the ability to complete thorough, concise, and detailed documentation.

This position's primary job duties are listed below:

- Leads a team in SUD patient engagement to include treatment and navigating multiple approaches to address patient needs.
- Compiles daily pre-deployment data analysis from multiple databases, and maintains a database of outcome measures for statistical analysis.
- Documents interaction with SUD patients, SUD families, and community partners.

For your information, I have attached current job descriptions for each position. If you have any questions regarding this matter, please contact Assistant Chief Joshua Parish at (414) 286-8982.

Respectfully,



AARON LIPSKI
Chief

JOB DESCRIPTION

FOR DER USE ONLY

Vacancy No.

City Service Commission:	Finance Committee:
Fire & Police Commission:	Common Council:

Instructions: Complete all sections. Refer to the *Guidelines for Preparing Job Descriptions* for instructions on completing specific items.

1. Date Prepared/ Revised: 9/9/21		2. Present Incumbent: Gregory Miller		Is incumbent underfilling position?	
3. Date Filled: 10/4/20		4. Previous Incumbent: Michael Wright		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If YES, indicate Underfill Title in box 10.	
5. Department: Fire Department		Bureau: EMS/Training/Education Division: EMS		Unit: Section:	
6. Work Location: 711 W. Wells St.		Telephone: 286-5254 Email:		Work Schedule: Hours: 7:30 am – 4:00 pm / Days: M-F	
7. Represented by a Union? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		8. Bargaining Unit: Local 215, Firefighters If in District Council 48, which local?		9. FLSA Status (check one): <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	
10.	Official Title: Fire Captain (Mobile Integrated Healthcare Program Manager)			Pay Range	Job Code
	Underfill Title (if applicable):			4J	2424A or 2424ZA
	Requested Title (if applicable): Mobile Integrated Healthcare Program Manager			4J	213
Recommended Title (DER Use Only):			Approved by: Date:		

11. BASIC FUNCTION OF POSITION:

Primary duties are to manage the Mobile Integrated Healthcare (MIH) Program, and develop and implement system-wide workflows in alignment with the mission, vision, values, and strategic goals of the department, including fostering and maintaining relationships with both internal and external stakeholders.

Secondary duty is to serve as a subject matter expert on the development of the program, using this expertise to educate the department, members of the community, private partners, and other audiences as needed.

12. DESCRIPTION OF JOB (Check if description applies to **Official Title** or **Underfill Title**):

A. ESSENTIAL FUNCTIONS/Duties and Responsibilities: (Refer to the "Guidelines for Preparing Job Descriptions" for instructions on determining Essential Functions.)

% of Time	ESSENTIAL FUNCTION
30	• Strategically aligns operational objectives to ensure favorable financial and operational outcomes by forecasting requirements, preparing budgets, aligning resources, analyzing variances, and implementing corrective actions.
15	• Ensures compliance with safety procedures, regulatory guidelines, and professional practice standards. Controls and adheres to systems and processes that drive accountability for patient care.
15	• Develops, monitors, and reports key indicators for quality, productivity, and resource management, implementing new and/or improved processes to maintain or exceed program objectives.
15	• Maintains processes to ensure efficient and effective recruitment, training, performance evaluations, and ongoing development of staff. Promotes staff engagement and identifies and mentors staff to be future leaders.
15	• Works effectively with team colleagues, including private partners as well as local, state, and national organizations, to translate organizational vision into achievement of operational goals and growth. Tracks metrics that measure key program outcomes.
5	• Performs committee work coupled with networking with various stakeholders, to include funding agencies, other municipal bodies, healthcare partners, and social service agencies.

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
2	<ul style="list-style-type: none"> Conducts research on emerging trends.
3	<ul style="list-style-type: none"> Completes reports and attends meetings for grant management and compliance.

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Sharon Purifoy-Smoots, Deputy Chief – EMS Division

D. SUPERVISION RECEIVED: (Describe the extent to which work assignments and methods are outlined, reviewed, and approved by this position’s supervisor.)

Functions independently with guidance and recommendations from the Deputy Chief – EMS Division.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = 100.

Direct Supervision: List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following:

a. Assign duties	e. Sign or approve work	
b. Outline methods	f. Make hiring recommendations	
c. Direct work in progress	g. Prepare performance appraisals	
d. Check or inspect completed work	h. Take disciplinary action or effectively recommend such	
Number Supervised	Job Title	Extent of Supervision Exercised <i>(Select those that apply from list above, a - h)</i>
1	MIH Supervisor	a-f
1	MIH Coordinator	a-f
1	MORI Supervisor	a-f
*Varies	MIH Practitioners/Technicians (various ranks)	a-f

F. MINIMUM QUALIFICATIONS REQUIRED: (Indicate the MINIMUM qualifications required to enter the job.)

i. Education and Experience:

Must have twelve months of leadership experience at rank of Fire Lieutenant (similar leadership experience may be considered).

Successful completion of Community Paramedic Training.

History of demonstrated leadership experience as Community Paramedic.

Associate’s Degree preferred.

ii. Knowledge, Skills and Abilities:

Must be comfortable and motivated to work as a care team member, autonomously and with a high level of accountability. Requires superior interpersonal skills, leadership, and management qualities, including problem-solving ability and effective communication skills with a diverse group of clients, community partners, patient populations, and co-workers. Must be consistently thorough and detail-oriented. Must possess proficient computer skills in Microsoft Office Suite, Imagetrend Elite (or comparable electronic patient care record software) and any other associated job-related software. Knowledge of changing state and national healthcare trends preferred.

iii. Certifications, Licenses, Registrations:

Wisconsin Paramedic License, and recognized as a “Full Practice” paramedic by the Medical Director – Milwaukee County EMS.

iv. Other Requirements:

Must possess an exemplary work record.

Must comply with legal regulations, accrediting, and procedural requirements related to patient privacy and information practices, and the MIH Program.

Must have the desire to serve others nonjudgmentally and maintain confidentiality in all regards.

Must be willing to work a flexible schedule, including evening and weekend hours.

Must commit to serve in this position for two years.

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED

The Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008 requires job descriptions to provide detailed information regarding the physical demands required to perform the essential functions of a job; the conditions under which the job is performed; and the tools and equipment the employee will be required to use on the job. Reasonable accommodations may be made to enable qualified individuals to perform the essential duties and responsibilities of the job for each of the categories listed below.

G. PHYSICAL ACTIVITY OF THE POSITION: (List the physical activities that are representative of those that must be met to successfully perform the essential functions of the job).

CHECK ALL THAT APPLY:

<input type="checkbox"/>	Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like; using feet and legs and/or hands and arms. Body agility is emphasized. Check only if the amount and kind of climbing required exceeds that required for ordinary locomotion.
<input type="checkbox"/>	Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. Check only if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
<input type="checkbox"/>	Stooping: Bending body downward and forward by bending spine at the waist. Check only if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
<input type="checkbox"/>	Kneeling: Bending legs at knee to come to a rest on knee or knees.
<input type="checkbox"/>	Crouching: Bending the body downward and forward by bending leg and spine.
<input type="checkbox"/>	Crawling: Moving about on hands and knees or hands and feet.
<input type="checkbox"/>	Reaching: Extending Hand(s) and arm(s) in any direction.
<input type="checkbox"/>	Standing: Particularly for sustained periods of time.
<input type="checkbox"/>	Walking: Moving about on foot to accomplish tasks, particularly for long distances.
<input type="checkbox"/>	Pushing: Using upper extremities to exert force in order to draw, press against something with steady force in order to thrust forward, downward or outward.
<input type="checkbox"/>	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input type="checkbox"/>	Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Check only if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles.
<input checked="" type="checkbox"/>	Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
<input type="checkbox"/>	Grasping: Applying pressure to an object with fingers and palm.
<input type="checkbox"/>	Feeling: Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
<input checked="" type="checkbox"/>	Talking: Expressing or exchanging ideas by means of the spoken word. Those activities which demand detailed or important instructions spoken to other workers accurately, loudly or quickly.
<input checked="" type="checkbox"/>	Hearing: Perceiving the nature of sounds with no less than a 40 db loss. Ability to receive oral communication and make fine discriminations in sound.
<input checked="" type="checkbox"/>	Repetitive Motions: Substantial movements (motions) of the wrist, hands, and/or fingers.
<input checked="" type="checkbox"/>	Driving: Minimum standards required by State Law (including license).

H. PHYSICAL REQUIREMENTS OF THE POSITION: (List the physical requirements that are essential functions of the job.)

CHECK ONE:

<input checked="" type="checkbox"/>	Sedentary Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<input type="checkbox"/>	Light Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for Light Work.
<input type="checkbox"/>	Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
<input type="checkbox"/>	Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/>	Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

I. VISUAL ACUITY REQUIREMENTS: (List the visual acuity requirements that are essential functions of the job.)

CHECK ONE:

<input checked="" type="checkbox"/>	Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative: This is a minimum standard for use with those whose job requires work done at close visual range (i.e. preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small parts, operation of machines, using measurement devices, assembly or fabrication of parts).
<input type="checkbox"/>	Machine Operators, Mechanics, Skilled Tradespeople: This is a minimum standard for use with those whose work deals with machines where the seeing job is at or within arm's reach. This also includes mechanics and skilled tradespeople and those who do work of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc. (If the machine operator also inspects, check the "Operators" box.)
<input type="checkbox"/>	Mobile Equipment Operators: This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
<input type="checkbox"/>	Other: This is a minimum standard based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.

J. THE CONDITIONS THE WORKER WILL BE SUBJECT TO IN THIS POSITION:

List the environmental/working conditions to which the employee may be exposed while performing the essential functions of the job. Include scheduling considerations such as on-call for emergencies, rotating shift, etc. **Approximate Percentage of time performing field work: 15%**

CHECK ALL THAT APPLY:

<input checked="" type="checkbox"/>	None: The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
<input type="checkbox"/>	The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes (i.e. warehouses, covered loading docks, garages, etc.)
<input type="checkbox"/>	The worker is subject to outside environmental conditions: No effective protection from weather.
<input type="checkbox"/>	The worker is subject to extreme cold: Temperatures below 32 degrees for period of more than one hour.
<input type="checkbox"/>	The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour.
<input type="checkbox"/>	The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.
<input type="checkbox"/>	The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.
<input type="checkbox"/>	The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals.
<input type="checkbox"/>	The worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dust, mists, gases or poor ventilation.
<input type="checkbox"/>	The worker is subject to oil: There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	The worker is required to wear a respirator.

K. MACHINE, TOOLS, EQUIPMENT, ELECTRONIC DEVICES, SOFTWARE, ETC. USED BY POSITION:

List equipment needed to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)

CHECK ALL THAT APPLY:

<input type="checkbox"/>	Camera and photographic equipment	<input checked="" type="checkbox"/>	Office Equipment (desk, chair, telephone, etc.)						
<input type="checkbox"/>	Cleaning supplies	<input type="checkbox"/>	Office supplies (pens, staplers, pencils, etc.)						
<input type="checkbox"/>	Commercial vehicle	<input type="checkbox"/>	Packing materials (boxes, shrink wrap, etc.)						
<input type="checkbox"/>	Data processing equipment	<input checked="" type="checkbox"/>	PC equipment (monitor, keyboard, printer, etc.)						
<input checked="" type="checkbox"/>	Handcart	<input checked="" type="checkbox"/>	PC software						
<input type="checkbox"/>	Hand tools (please list):								
<input checked="" type="checkbox"/>	Office Machines (check all that apply):	<input checked="" type="checkbox"/>	Copier	<input checked="" type="checkbox"/>	Facsimile	<input checked="" type="checkbox"/>	Calculator	<input type="checkbox"/>	Cash register
<input type="checkbox"/>	Other (please list):								

L. SUPPLEMENTARY INFORMATION: (Indicate any other information which further explains the importance, difficulty, or uniqueness of the position, such as its scope of responsibility related to finances, equipment, people, information, etc. Also indicate success factors such a personal characteristics that contribute to an individual's ability to perform well in the job, and any other special considerations.)

Subject to recall. Subject to attendance at alarms at any hour and under extreme conditions of danger, stress, weather, extended periods of physical activity, etc.

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

Expected to acquire a basic understanding of the MIH Supervisor and MIH Operations Coordinator positions.

Within one year of appointment, must be licensed as an EMS Instructor I or Wisconsin Fire Service Instructor I.

M. I believe that the statements made above in describing this job are complete and accurate:



Signature of Department Head or Designated Representative

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

JOB DESCRIPTION

FOR DER USE ONLY

Vacancy No.

City Service
Commission:
Fire & Police
Commission:

Finance
Committee:
Common
Council:

Instructions: Complete all sections. Refer to the *Guidelines for Preparing Job Descriptions* for instructions on completing specific items.

1. Date Prepared/ Revised: 9/9/21		2. Present Incumbent: Steven Radomski		Is incumbent underfilling position?		
3. Date Filled: 6/16/19		4. Previous Incumbent: Robert Seitz		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If YES, indicate Underfill Title in box 10.		
5. Department: Fire Department			Bureau: EMS/Training/Education Division: EMS		Unit: Section:	
6. Work Location: 2400 S. 8 th St.			Telephone: 286-5248 Email:		Work Schedule: Hours: 7:30 am – 4:00 pm / Days: M-F	
7. Represented by a Union? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		8. Bargaining Unit: Local 215, Firefighters If in District Council 48, which local?			9. FLSA Status (check one): <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	
10.	Official Title: Fire Paramedic (Mobile Integrated Healthcare Program Operations Coordinator)			Pay Range	Job Code	EEO Code
	Underfill Title (if applicable):			4A	2415 (XA / YA)	404
	Requested Title (if applicable): Mobile Integrated Healthcare Program Operations Coordinator			4E		404
Recommended Title (DER Use Only):				Approved by: Date:		

11. BASIC FUNCTION OF POSITION:

Primary duties are to serve as the day-to-day physical scheduling coordinator of Mobile Integrated Healthcare (MIH) operations, and to assist patients in the community with identifying and overcoming barriers which prevent successful compliance with their care plans by monitoring, evaluating, and educating them in their home environment. Performs as an advocate and resource coordinator, assisting with providing access to available health and community services to empower patients to reach their health care goals and optimal wellness.

12. DESCRIPTION OF JOB (Check if description applies to **Official Title** or **Underfill Title**):

A. ESSENTIAL FUNCTIONS/Duties and Responsibilities: (Refer to the "Guidelines for Preparing Job Descriptions" for instructions on determining Essential Functions.)

% of Time	ESSENTIAL FUNCTION
33	<ul style="list-style-type: none"> Assists with daily scheduling operations, to include continuity of information sharing and distribution of personnel. Reports violations or areas of concern to supervisor via established methods of communication.
24	<ul style="list-style-type: none"> Conducts post-hospital-release follow-up care including, but not limited to, medication reconciliation/monitoring, dressing changes, and checking vital signs.
22	<ul style="list-style-type: none"> Completes appropriate documentation and templates for the MIH Program, clearly communicating patient progress, concerns, and outcomes with accurate, concise reports.
10	<ul style="list-style-type: none"> Conducts patient education including, but not limited to, diabetes prevention/treatment, hypertension, congestive heart failure (CHF), chronic obstructive pulmonary disease (COPD), and nutritional assessment and education.
6	<ul style="list-style-type: none"> Determines and assists with access to appropriate resources to help patients maintain their health.
5	<ul style="list-style-type: none"> Collects specimens for laboratory analysis as ordered, performing simple point-of-care testing if indicated.
	<ul style="list-style-type: none">

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
	•

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Jonathan Belott, MIH Program Supervisor

D. SUPERVISION RECEIVED: (Describe the extent to which work assignments and methods are outlined, reviewed, and approved by this position’s supervisor.)

Functions with guidance and recommendations from the MIH Program Supervisor.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = 0.

Direct Supervision: List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following:

a. Assign duties	e. Sign or approve work	
b. Outline methods	f. Make hiring recommendations	
c. Direct work in progress	g. Prepare performance appraisals	
d. Check or inspect completed work	h. Take disciplinary action or effectively recommend such	
Number Supervised	Job Title	Extent of Supervision Exercised <i>(Select those that apply from list above, a - h)</i>

F. MINIMUM QUALIFICATIONS REQUIRED: (Indicate the MINIMUM qualifications required to enter the job.)

i. Education and Experience:

Possesses the rank of Fire Paramedic.

ii. Knowledge, Skills and Abilities:

Must be comfortable and motivated to work as a care team member, autonomously and with a high level of accountability. Requires superior interpersonal skills with a diverse group of clients and co-workers. Must possess a demonstrated ability to consistently complete thorough, concise, and detailed documentation, as well as the abilities to organize, problem-solve, and make independent decisions during emergency situations. Must possess proficient computer skills in Microsoft Office Suite, and any other associated job-related software. Must be willing to acquire additional skill sets as needed.

iii. Certifications, Licenses, Registrations:

Wisconsin Paramedic License, and recognized as a “Full Practice” paramedic by the Medical Director – Milwaukee County EMS.

iv. Other Requirements:

Must possess an exemplary work record.

Must comply with legal regulations, accrediting, and procedural requirements related to the MIH Program.

Must have the desire to serve others nonjudgmentally and maintain confidentiality in all regards.

Must be willing to work a flexible schedule, including evening and weekend hours.

Must commit to serve in this position for two years.

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED

The Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008 requires job descriptions to provide detailed information regarding the physical demands required to perform the essential functions of a job; the conditions under which the job is performed; and the tools and equipment the employee will be required to use on the job. Reasonable accommodations may be made to enable qualified individuals to perform the essential duties and responsibilities of the job for each of the categories listed below.

G. PHYSICAL ACTIVITY OF THE POSITION: (List the physical activities that are representative of those that must be met to successfully perform the essential functions of the job).

CHECK ALL THAT APPLY:

<input type="checkbox"/>	Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like; using feet and legs and/or hands and arms. Body agility is emphasized. Check only if the amount and kind of climbing required exceeds that required for ordinary locomotion.
<input type="checkbox"/>	Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. Check only if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
<input checked="" type="checkbox"/>	Stooping: Bending body downward and forward by bending spine at the waist. Check only if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
<input checked="" type="checkbox"/>	Kneeling: Bending legs at knee to come to a rest on knee or knees.
<input checked="" type="checkbox"/>	Crouching: Bending the body downward and forward by bending leg and spine.
<input type="checkbox"/>	Crawling: Moving about on hands and knees or hands and feet.
<input checked="" type="checkbox"/>	Reaching: Extending Hand(s) and arm(s) in any direction.
<input checked="" type="checkbox"/>	Standing: Particularly for sustained periods of time.
<input checked="" type="checkbox"/>	Walking: Moving about on foot to accomplish tasks, particularly for long distances.
<input type="checkbox"/>	Pushing: Using upper extremities to exert force in order to draw, press against something with steady force in order to thrust forward, downward or outward.
<input type="checkbox"/>	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input checked="" type="checkbox"/>	Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Check only if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles.
<input checked="" type="checkbox"/>	Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
<input checked="" type="checkbox"/>	Grasping: Applying pressure to an object with fingers and palm.
<input checked="" type="checkbox"/>	Feeling: Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
<input checked="" type="checkbox"/>	Talking: Expressing or exchanging ideas by means of the spoken word. Those activities which demand detailed or important instructions spoken to other workers accurately, loudly or quickly.
<input checked="" type="checkbox"/>	Hearing: Perceiving the nature of sounds with no less than a 40 db loss. Ability to receive oral communication and make fine discriminations in sound.
<input checked="" type="checkbox"/>	Repetitive Motions: Substantial movements (motions) of the wrist, hands, and/or fingers.
<input checked="" type="checkbox"/>	Driving: Minimum standards required by State Law (including license).

H. PHYSICAL REQUIREMENTS OF THE POSITION: (List the physical requirements that are essential functions of the job.)

CHECK ONE:

<input type="checkbox"/>	Sedentary Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<input type="checkbox"/>	Light Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for Light Work.
<input checked="" type="checkbox"/>	Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
<input type="checkbox"/>	Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/>	Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

I. VISUAL ACUITY REQUIREMENTS: (List the visual acuity requirements that are essential functions of the job.)

CHECK ONE:

<input type="checkbox"/>	Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative: This is a minimum standard for use with those whose job requires work done at close visual range (i.e. preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small parts, operation of machines, using measurement devices, assembly or fabrication of parts).
<input checked="" type="checkbox"/>	Machine Operators, Mechanics, Skilled Tradespeople: This is a minimum standard for use with those whose work deals with machines where the seeing job is at or within arm's reach. This also includes mechanics and skilled tradespeople and those who do work of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc. (If the machine operator also inspects, check the "Operators" box.)
<input type="checkbox"/>	Mobile Equipment Operators: This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
<input type="checkbox"/>	Other: This is a minimum standard based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.

J. THE CONDITIONS THE WORKER WILL BE SUBJECT TO IN THIS POSITION:

List the environmental/working conditions to which the employee may be exposed while performing the essential functions of the job. Include scheduling considerations such as on-call for emergencies, rotating shift, etc. **Approximate Percentage of time performing field work: 15%**

CHECK ALL THAT APPLY:

<input checked="" type="checkbox"/>	None: The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
<input type="checkbox"/>	The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes (i.e. warehouses, covered loading docks, garages, etc.)
<input type="checkbox"/>	The worker is subject to outside environmental conditions: No effective protection from weather.
<input type="checkbox"/>	The worker is subject to extreme cold: Temperatures below 32 degrees for period of more than one hour.
<input type="checkbox"/>	The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour.
<input type="checkbox"/>	The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.
<input type="checkbox"/>	The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.
<input type="checkbox"/>	The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals.
<input type="checkbox"/>	The worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dust, mists, gases or poor ventilation.
<input type="checkbox"/>	The worker is subject to oil: There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	The worker is required to wear a respirator.

K. MACHINE, TOOLS, EQUIPMENT, ELECTRONIC DEVICES, SOFTWARE, ETC. USED BY POSITION:

List equipment needed to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)

CHECK ALL THAT APPLY:

<input type="checkbox"/>	Camera and photographic equipment	<input checked="" type="checkbox"/>	Office Equipment (desk, chair, telephone, etc.)						
<input checked="" type="checkbox"/>	Cleaning supplies	<input checked="" type="checkbox"/>	Office supplies (pens, staplers, pencils, etc.)						
<input checked="" type="checkbox"/>	Commercial vehicle	<input checked="" type="checkbox"/>	Packing materials (boxes, shrink wrap, etc.)						
<input type="checkbox"/>	Data processing equipment	<input checked="" type="checkbox"/>	PC equipment (monitor, keyboard, printer, etc.)						
<input checked="" type="checkbox"/>	Handcart	<input checked="" type="checkbox"/>	PC software						
<input type="checkbox"/>	Hand tools (please list):								
<input checked="" type="checkbox"/>	Office Machines (check all that apply):	<input checked="" type="checkbox"/>	Copier	<input checked="" type="checkbox"/>	Facsimile	<input checked="" type="checkbox"/>	Calculator	<input type="checkbox"/>	Cash register
<input checked="" type="checkbox"/>	Other (please list):		Medical equipment						

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

- L. SUPPLEMENTARY INFORMATION:** (Indicate any other information which further explains the importance, difficulty, or uniqueness of the position, such as its scope of responsibility related to finances, equipment, people, information, etc. Also indicate success factors such a personal characteristics that contribute to an individual's ability to perform well in the job, and any other special considerations.)

Subject to recall. Subject to attendance at alarms at any hour and under extreme conditions of danger, stress, weather, extended periods of physical activity, etc.

Expected to acquire a basic understanding of the MIH Supervisor position.

Within one year of appointment, must complete Community Paramedic Training.

- M. I believe that the statements made above in describing this job are complete and accurate.**



Signature of Department Head or Designated Representative

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

JOB DESCRIPTION

FOR DER USE ONLY

Vacancy No.

City Service Commission:	Finance Committee:
Fire & Police Commission:	Common Council:

Instructions: Complete all sections. Refer to the *Guidelines for Preparing Job Descriptions* for instructions on completing specific items.

1. Date Prepared/ Revised: 9/9/21		2. Present Incumbent: Jonathan Belott		Is incumbent underfilling position?		
3. Date Filled: 10/4/20		4. Previous Incumbent: Gregory Miller		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If YES, indicate Underfill Title in box 10.		
5. Department: Fire Department			Bureau: EMS/Training/Education Division: EMS		Unit: Section:	
6. Work Location: 2400 S. 8 th St.			Telephone: 286-5216 Email:		Work Schedule: Hours: 7:30 am – 4:00 pm / Days: M-F	
7. Represented by a Union? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		8. Bargaining Unit: Local 215, Firefighters If in District Council 48, which local?			9. FLSA Status (check one): <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	
10.	Official Title: Fire Lieutenant (Mobile Integrated Healthcare Program Supervisor)			Pay Range	Job Code	EEO Code
	Underfill Title (if applicable):			4E	2421 (XA / YA)	213
	Requested Title (if applicable): Mobile Integrated Healthcare Program Supervisor			4E		213
Recommended Title (DER Use Only):				Approved by: Date:		

11. BASIC FUNCTION OF POSITION:

Primary duties are to oversee the daily operations of the community paramedics' functioning within the Mobile Integrated Healthcare (MIH) Program, including scheduling, documentation monitoring, and accountability verifications.

Secondary duties include participating in the training of new paramedics, and monitoring and querying document data to produce necessary reports for tracking, quality improvement, and program advancement.

12. DESCRIPTION OF JOB (Check if description applies to **Official Title** or **Underfill Title**):

A. ESSENTIAL FUNCTIONS/Duties and Responsibilities: (Refer to the "Guidelines for Preparing Job Descriptions" for instructions on determining Essential Functions.)

% of Time	ESSENTIAL FUNCTION
22	• Performs accountability monitoring of community paramedics, overseeing the daily operations of the team. Reports privacy violations to the MIH Program Manager via established methods of communication.
20	• Schedules community paramedics, including time-off requests and timecard review, to maximize labor productivity. Monitors documents prepared by community paramedics.
15	• Participates in the interviewing and training of new paramedics, as well as performance management to achieve key patient care.
10	• Leverages and adheres to systems and processes that drive accountability for patient care, and financial and operational outcomes.
10	• Works effectively with team colleagues, including private partners, to execute divisional and/or departmental initiatives through day-to-day operations.
7	• Establishes improved ways to disseminate vital information, while maintaining existing databases and equipment.
5	• Understands, tracks, and focuses the team on metrics that measure key business outcomes.
5	• Translates organizational vision and strategies to team level, and mobilizes allocated resources to achieve profitable growth.

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
3	<ul style="list-style-type: none"> Documents infractions or breaches of protocol that may lead to discipline.
3	<ul style="list-style-type: none"> Participates in the research and development of EMS Standard Operating Guidelines and medical protocols.

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Gregory Miller, MIH Program Manager

D. SUPERVISION RECEIVED: (Describe the extent to which work assignments and methods are outlined, reviewed, and approved by this position’s supervisor.)

Functions semi-independently with guidance and recommendations from the Community Paramedic Program Manager.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = 32.

Direct Supervision: List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following:

a. Assign duties	e. Sign or approve work	
b. Outline methods	f. Make hiring recommendations	
c. Direct work in progress	g. Prepare performance appraisals	
d. Check or inspect completed work	h. Take disciplinary action or effectively recommend such	
Number Supervised	Job Title	Extent of Supervision Exercised <i>(Select those that apply from list above, a - h)</i>
1	MIH Operations Coordinator	a - e
2	MIH Practitioner	a - e

F. MINIMUM QUALIFICATIONS REQUIRED: (Indicate the MINIMUM qualifications required to enter the job.)

i. Education and Experience:

Successful completion of Community Paramedic Training.
Associate’s degree preferred.

ii. Knowledge, Skills and Abilities:

Must be comfortable and motivated to work as a care team member, autonomously and with a high level of accountability. Requires superior interpersonal skills and management qualities with a diverse group of clients and co-workers. Must possess a demonstrated ability to consistently complete thorough, concise, and detailed documentation, as well as the abilities to organize, problem-solve, and make independent decisions during emergency situations. Must possess proficient computer skills in Microsoft Office Suite, and any other associated job-related software. Must be willing to acquire additional skill sets as needed.

iii. Certifications, Licenses, Registrations:

Wisconsin Paramedic License, and recognized as a “Full Practice” paramedic by the Medical Director – Milwaukee County EMS.
State of Wisconsin Paramedic Instructor I license preferred.

iv. Other Requirements:

Must possess an exemplary work record.
Must comply with legal regulations, accrediting, and procedural requirements related to the MIH Program.

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

- Must have the desire to serve others nonjudgmentally and maintain confidentiality in all regards.
- Must be willing to work a flexible schedule, including evening and weekend hours.
- Must commit to serve in this position for two years.

13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED

The Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008 requires job descriptions to provide detailed information regarding the physical demands required to perform the essential functions of a job; the conditions under which the job is performed; and the tools and equipment the employee will be required to use on the job. Reasonable accommodations may be made to enable qualified individuals to perform the essential duties and responsibilities of the job for each of the categories listed below.

G. PHYSICAL ACTIVITY OF THE POSITION: (List the physical activities that are representative of those that must be met to successfully perform the essential functions of the job).

CHECK ALL THAT APPLY:

<input type="checkbox"/>	Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like; using feet and legs and/or hands and arms. Body agility is emphasized. Check only if the amount and kind of climbing required exceeds that required for ordinary locomotion.
<input type="checkbox"/>	Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. Check only if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
<input type="checkbox"/>	Stooping: Bending body downward and forward by bending spine at the waist. Check only if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
<input type="checkbox"/>	Kneeling: Bending legs at knee to come to a rest on knee or knees.
<input type="checkbox"/>	Crouching: Bending the body downward and forward by bending leg and spine.
<input type="checkbox"/>	Crawling: Moving about on hands and knees or hands and feet.
<input type="checkbox"/>	Reaching: Extending Hand(s) and arm(s) in any direction.
<input type="checkbox"/>	Standing: Particularly for sustained periods of time.
<input type="checkbox"/>	Walking: Moving about on foot to accomplish tasks, particularly for long distances.
<input type="checkbox"/>	Pushing: Using upper extremities to exert force in order to draw, press against something with steady force in order to thrust forward, downward or outward.
<input type="checkbox"/>	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input type="checkbox"/>	Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Check only if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles.
<input checked="" type="checkbox"/>	Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
<input type="checkbox"/>	Grasping: Applying pressure to an object with fingers and palm.
<input type="checkbox"/>	Feeling: Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
<input checked="" type="checkbox"/>	Talking: Expressing or exchanging ideas by means of the spoken word. Those activities which demand detailed or important instructions spoken to other workers accurately, loudly or quickly.
<input checked="" type="checkbox"/>	Hearing: Perceiving the nature of sounds with no less than a 40 db loss. Ability to receive oral communication and make fine discriminations in sound.
<input checked="" type="checkbox"/>	Repetitive Motions: Substantial movements (motions) of the wrist, hands, and/or fingers.
<input checked="" type="checkbox"/>	Driving: Minimum standards required by State Law (including license).

H. PHYSICAL REQUIREMENTS OF THE POSITION: (List the physical requirements that are essential functions of the job.)

CHECK ONE:

<input checked="" type="checkbox"/>	Sedentary Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<input type="checkbox"/>	Light Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for Light Work.

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

<input type="checkbox"/>	Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
<input type="checkbox"/>	Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/>	Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

I. VISUAL ACUITY REQUIREMENTS: (List the visual acuity requirements that are essential functions of the job.)

CHECK ONE:

<input checked="" type="checkbox"/>	Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative: This is a minimum standard for use with those whose job requires work done at close visual range (i.e. preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small parts, operation of machines, using measurement devices, assembly or fabrication of parts).
<input type="checkbox"/>	Machine Operators, Mechanics, Skilled Tradespeople: This is a minimum standard for use with those whose work deals with machines where the seeing job is at or within arm's reach. This also includes mechanics and skilled tradespeople and those who do work of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc. (If the machine operator also inspects, check the "Operators" box.)
<input type="checkbox"/>	Mobile Equipment Operators: This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
<input type="checkbox"/>	Other: This is a minimum standard based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.

J. THE CONDITIONS THE WORKER WILL BE SUBJECT TO IN THIS POSITION:

List the environmental/working conditions to which the employee may be exposed while performing the essential functions of the job. Include scheduling considerations such as on-call for emergencies, rotating shift, etc. **Approximate Percentage of time performing field work: 15%**

CHECK ALL THAT APPLY:

<input type="checkbox"/>	None: The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
<input checked="" type="checkbox"/>	The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes (i.e. warehouses, covered loading docks, garages, etc.)
<input checked="" type="checkbox"/>	The worker is subject to outside environmental conditions: No effective protection from weather.
<input type="checkbox"/>	The worker is subject to extreme cold: Temperatures below 32 degrees for period of more than one hour.
<input type="checkbox"/>	The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour.
<input type="checkbox"/>	The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.
<input type="checkbox"/>	The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.
<input type="checkbox"/>	The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals.
<input type="checkbox"/>	The worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dust, mists, gases or poor ventilation.
<input type="checkbox"/>	The worker is subject to oil: There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	The worker is required to wear a respirator.

K. MACHINE, TOOLS, EQUIPMENT, ELECTRONIC DEVICES, SOFTWARE, ETC. USED BY POSITION:

List equipment needed to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)

CHECK ALL THAT APPLY:

<input type="checkbox"/>	Camera and photographic equipment	<input checked="" type="checkbox"/>	Office Equipment (desk, chair, telephone, etc.)						
<input type="checkbox"/>	Cleaning supplies	<input checked="" type="checkbox"/>	Office supplies (pens, staplers, pencils, etc.)						
<input type="checkbox"/>	Commercial vehicle	<input type="checkbox"/>	Packing materials (boxes, shrink wrap, etc.)						
<input type="checkbox"/>	Data processing equipment	<input checked="" type="checkbox"/>	PC equipment (monitor, keyboard, printer, etc.)						
<input checked="" type="checkbox"/>	Handcart	<input checked="" type="checkbox"/>	PC software						
<input type="checkbox"/>	Hand tools (please list):								
<input checked="" type="checkbox"/>	Office Machines (check all that apply):	<input checked="" type="checkbox"/>	Copier	<input checked="" type="checkbox"/>	Facsimile	<input checked="" type="checkbox"/>	Calculator	<input type="checkbox"/>	Cash register
<input type="checkbox"/>	Other (please list):								

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

L. SUPPLEMENTARY INFORMATION: (Indicate any other information which further explains the importance, difficulty, or uniqueness of the position, such as its scope of responsibility related to finances, equipment, people, information, etc. Also indicate success factors such a personal characteristics that contribute to an individual's ability to perform well in the job, and any other special considerations.)

Subject to recall. Subject to attendance at alarms at any hour and under extreme conditions of danger, stress, weather, extended periods of physical activity, etc.

Expected to acquire a basic understanding of the MIH Program Operations Coordinator position.

M. I believe that the statements made above in describing this job are complete and accurate:



Signature of Department Head or Designated Representative

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

JOB DESCRIPTION

FOR DER USE ONLY

Vacancy No.

City Service Commission:	Finance Committee:
Fire & Police Commission:	Common Council:

Instructions: Complete all sections. Refer to the *Guidelines for Preparing Job Descriptions* for instructions on completing specific items.

1. Date Prepared/ Revised: 9/9/21		2. Present Incumbent: David Polachowski		Is incumbent underfilling position?		
3. Date Filled: 05/16/21		4. Previous Incumbent: Jonathan Belott		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If YES, indicate Underfill Title in box 10.		
5. Department: Fire Department		Bureau: EMS/Training/Education Division: EMS		Unit: Section:		
6. Work Location: 2400 S. 8 th St.		Telephone: 286-5249 Email:		Work Schedule: Hours: 7:30 am – 4:00 pm / Days: M-F		
7. Represented by a Union? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		8. Bargaining Unit: Local 215, Firefighters If in District Council 48, which local?		9. FLSA Status (check one): <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt		
10.	Official Title: Fire Captain (Milwaukee Overdose Response Initiative [MORI] Supervisor)			Pay Range	Job Code	EEO Code
				4J	2424A or 2424ZA	213
	Underfill Title (if applicable):					
	Requested Title (if applicable): Milwaukee Overdose Response Initiative [MORI] Supervisor			4J		213
Recommended Title (DER Use Only):				Approved by:		
				Date:		

11. BASIC FUNCTION OF POSITION:

In conjunction with the Mobile Integrated Healthcare Program (MIH), primary duties include examining multiple databases (Milwaukee Fire Department/Milwaukee Health Department/Medical Examiner's Office) on a daily basis to compile a list of the most recent overdose victims in Milwaukee County, and then schedule and manage MFD community paramedics, in conjunction with community partner substance use disorder (SUD) peer support specialists, to form a multi-disciplinary team to rapidly engage SUD patients. As the leader in a team environment, this position will engage, navigate, and facilitate the addressing of patient needs ranging from harm reduction initiatives, family support, and NARCAN delivery, to transporting to local SUD facilities/centers.

12. DESCRIPTION OF JOB (Check if description applies to **Official Title** or **Underfill Title**):

A. ESSENTIAL FUNCTIONS/Duties and Responsibilities: (Refer to the "Guidelines for Preparing Job Descriptions" for instructions on determining Essential Functions.)

% of Time	ESSENTIAL FUNCTION
35	• Leads a team in SUD patient engagement to include treatment and navigating multiple approaches to address patient needs.
20	• Compiles daily pre-deployment data analysis from multiple databases, and maintains a database of outcome measures for statistical analysis.
15	• Documents interaction with SUD patients, SUD families, and community partners.
10	• Provides mentoring, education, safety, and deployment briefings to the MORI team of MFD community paramedics and community partner SUD peer support specialists. Briefs the MIH Program Manager and MIH Program Supervisor on program engagement and affiliated topics.
5	• Engages with established community partners, and pursues new partnerships to ensure program goals are being met.
	•

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
5	<ul style="list-style-type: none"> Coordinates staff for community events to promote program awareness and to encourage program participation.
5	<ul style="list-style-type: none"> Supervises daily supply levels, and assists with maintenance of equipment, as well as upkeep of MIH fire station.
5	<ul style="list-style-type: none"> Completes research, and prepares data and reports for grant compliance.

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Gregory Miller, MIH Program Manager

D. SUPERVISION RECEIVED: (Describe the extent to which work assignments and methods are outlined, reviewed, and approved by this position’s supervisor.)

Functions semi-independently with guidance and recommendations from the MIH Program Manager.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = **10**.

Direct Supervision: List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following:

a. Assign duties	e. Sign or approve work	
b. Outline methods	f. Make hiring recommendations	
c. Direct work in progress	g. Prepare performance appraisals	
d. Check or inspect completed work	h. Take disciplinary action or effectively recommend such	
Number Supervised	Job Title	Extent of Supervision Exercised (Select those that apply from list above, a - h)
3	SUD Peer Support Specialist (outside agency employees)	a-c
2	MIH Technicians (Paramedic level)	a-f
2	MIH Technicians (EMT-Basic level)	a-f
3	MIH Community Paramedics	a-f

F. MINIMUM QUALIFICATIONS REQUIRED: (Indicate the MINIMUM qualifications required to enter the job.)

i. Education and Experience:

Must have twelve months of leadership experience at rank of Fire Lieutenant (similar leadership experience may be considered).

Completion of motivational interviewing and trauma-informed care training.

ii. Knowledge, Skills and Abilities:

Requires a firm grasp of affiliated resources available in the community. Must be a self-starter, and comfortable and motivated to work as a care team leader with a high level of accountability. Requires superior interpersonal skills with a diverse group of clients and co-workers. Must possess a demonstrated ability to consistently complete thorough, concise, and detailed documentation, as well as the abilities to organize, problem-solve, and make independent decisions during emergency situations. Must possess proficient computer skills in Microsoft Office Suite and any other associated job-related software. Must maintain patient information in the strictest of confidence. Must be willing to acquire additional skill sets as needed.

iii. Certifications, Licenses, Registrations:

Wisconsin Paramedic License, and recognized as a “Full Practice” paramedic by the Medical Director – Milwaukee County EMS.

iv. Other Requirements:

Must possess an exemplary work record.

Must comply with legal regulations, accrediting, and procedural requirements related to MIH.

Must have the desire to serve others nonjudgmentally, and maintain confidentiality in all regards.

Must be willing to work a flexible schedule, including evening and weekend hours.

Must commit to serve in this position for two years.

Must commit to continual professional development in the area of substance abuse.

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED

The Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008 requires job descriptions to provide detailed information regarding the physical demands required to perform the essential functions of a job; the conditions under which the job is performed; and the tools and equipment the employee will be required to use on the job. Reasonable accommodations may be made to enable qualified individuals to perform the essential duties and responsibilities of the job for each of the categories listed below.

G. PHYSICAL ACTIVITY OF THE POSITION: (List the physical activities that are representative of those that must be met to successfully perform the essential functions of the job).

CHECK ALL THAT APPLY:

<input type="checkbox"/>	Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like; using feet and legs and/or hands and arms. Body agility is emphasized. Check only if the amount and kind of climbing required exceeds that required for ordinary locomotion.
<input type="checkbox"/>	Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. Check only if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
<input type="checkbox"/>	Stooping: Bending body downward and forward by bending spine at the waist. Check only if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
<input type="checkbox"/>	Kneeling: Bending legs at knee to come to a rest on knee or knees.
<input type="checkbox"/>	Crouching: Bending the body downward and forward by bending leg and spine.
<input type="checkbox"/>	Crawling: Moving about on hands and knees or hands and feet.
<input type="checkbox"/>	Reaching: Extending Hand(s) and arm(s) in any direction.
<input type="checkbox"/>	Standing: Particularly for sustained periods of time.
<input type="checkbox"/>	Walking: Moving about on foot to accomplish tasks, particularly for long distances.
<input type="checkbox"/>	Pushing: Using upper extremities to exert force in order to draw, press against something with steady force in order to thrust forward, downward or outward.
<input type="checkbox"/>	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input type="checkbox"/>	Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Check only if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles.
<input checked="" type="checkbox"/>	Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
<input type="checkbox"/>	Grasping: Applying pressure to an object with fingers and palm.
<input type="checkbox"/>	Feeling: Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
<input checked="" type="checkbox"/>	Talking: Expressing or exchanging ideas by means of the spoken word. Those activities which demand detailed or important instructions spoken to other workers accurately, loudly or quickly.
<input checked="" type="checkbox"/>	Hearing: Perceiving the nature of sounds with no less than a 40 db loss. Ability to receive oral communication and make fine discriminations in sound.
<input checked="" type="checkbox"/>	Repetitive Motions: Substantial movements (motions) of the wrist, hands, and/or fingers.
<input checked="" type="checkbox"/>	Driving: Minimum standards required by State Law (including license).

H. PHYSICAL REQUIREMENTS OF THE POSITION: (List the physical requirements that are essential functions of the job.)

CHECK ONE:

<input checked="" type="checkbox"/>	Sedentary Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<input type="checkbox"/>	Light Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for Light Work.
<input type="checkbox"/>	Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
<input type="checkbox"/>	Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/>	Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

I. VISUAL ACUITY REQUIREMENTS: (List the visual acuity requirements that are essential functions of the job.)

CHECK ONE:

<input checked="" type="checkbox"/>	Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative: This is a minimum standard for use with those whose job requires work done at close visual range (i.e. preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small parts, operation of machines, using measurement devices, assembly or fabrication of parts).
<input type="checkbox"/>	Machine Operators, Mechanics, Skilled Tradespeople: This is a minimum standard for use with those whose work deals with machines where the seeing job is at or within arm's reach. This also includes mechanics and skilled tradespeople and those who do work of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc. (If the machine operator also inspects, check the "Operators" box.)
<input type="checkbox"/>	Mobile Equipment Operators: This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
<input type="checkbox"/>	Other: This is a minimum standard based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.

J. THE CONDITIONS THE WORKER WILL BE SUBJECT TO IN THIS POSITION:

List the environmental/working conditions to which the employee may be exposed while performing the essential functions of the job. Include scheduling considerations such as on-call for emergencies, rotating shift, etc. **Approximate Percentage of time performing field work: 40%**

CHECK ALL THAT APPLY:

<input checked="" type="checkbox"/>	None: The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
<input type="checkbox"/>	The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes (i.e. warehouses, covered loading docks, garages, etc.)
<input type="checkbox"/>	The worker is subject to outside environmental conditions: No effective protection from weather.
<input type="checkbox"/>	The worker is subject to extreme cold: Temperatures below 32 degrees for period of more than one hour.
<input type="checkbox"/>	The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour.
<input type="checkbox"/>	The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.
<input type="checkbox"/>	The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.
<input type="checkbox"/>	The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals.
<input type="checkbox"/>	The worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dust, mists, gases or poor ventilation.
<input type="checkbox"/>	The worker is subject to oil: There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	The worker is required to wear a respirator.

K. MACHINE, TOOLS, EQUIPMENT, ELECTRONIC DEVICES, SOFTWARE, ETC. USED BY POSITION:

List equipment needed to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)

CHECK ALL THAT APPLY:

<input type="checkbox"/>	Camera and photographic equipment	<input checked="" type="checkbox"/>	Office Equipment (desk, chair, telephone, etc.)						
<input checked="" type="checkbox"/>	Cleaning supplies	<input checked="" type="checkbox"/>	Office supplies (pens, staplers, pencils, etc.)						
<input type="checkbox"/>	Commercial vehicle	<input checked="" type="checkbox"/>	Packing materials (boxes, shrink wrap, etc.)						
<input type="checkbox"/>	Data processing equipment	<input checked="" type="checkbox"/>	PC equipment (monitor, keyboard, printer, etc.)						
<input checked="" type="checkbox"/>	Handcart	<input checked="" type="checkbox"/>	PC software						
<input type="checkbox"/>	Hand tools (please list):								
<input checked="" type="checkbox"/>	Office Machines (check all that apply):	<input checked="" type="checkbox"/>	Copier	<input checked="" type="checkbox"/>	Facsimile	<input checked="" type="checkbox"/>	Calculator	<input type="checkbox"/>	Cash register
<input checked="" type="checkbox"/>	Other (please list):		Medical equipment						

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

L. SUPPLEMENTARY INFORMATION: (Indicate any other information which further explains the importance, difficulty, or uniqueness of the position, such as its scope of responsibility related to finances, equipment, people, information, etc. Also indicate success factors such a personal characteristics that contribute to an individual's ability to perform well in the job, and any other special considerations.)

Subject to recall. Subject to attendance at alarms at any hour and under extreme conditions of danger, stress, weather, extended periods of physical activity, etc.

Within one year of appointment:

- Must achieve the status of Mobile Integrated Healthcare Technician – Paramedic Level.
- Must complete Community Paramedic Training (or equivalent).
- Must complete NARCAN and SUD Training.

M. I believe that the statements made above in describing this job are complete and accurate.



Signature of Département Head or Designated Representative