



**PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
PH. # 505.766.6623 FAX # 505.869.2812
E-Mail Address: poi70103@isletapueblo.com**

JOB ANNOUNCEMENT

POSTING DATE: October 7, 2011

**POSTING DATE ENDING: Until Filled
(POSTED IN AND OUT)**

TITLE: EMT-PARAMEDIC

DEPARTMENT: EMERGENCY MEDICAL SERVICES PROGRAM

LOCATION: ISLETA HEALTH CENTER

NO. OF POSITIONS: 1

POSITION #: 26311 POSTING #: 002

STATUS: NON-EXEMPT

SALARY RANGE: H1 – Starting at \$11.00 (DOE)

Description of Work

General Statement of Duties: Functions as a licensed EMT Paramedic and performs advanced life support, high level healthcare, and assists in emergency situations duties on a daily basis.

Supervision received: The EMT Paramedic works under the immediate supervision of the EMS Program Director.

Supervision Exercised: Provides direct supervision over the EMS personnel on an assigned shift.

Duties and Responsibilities:

1. Drives emergency vehicles to include safe and expeditious response to medical or trauma emergencies within service or mutual-aid area.
2. Provides emergent or non-emergent transport and patient care of patients to health care facilities and ensures safe movement of patients while transporting patients.
3. Provides transport of the deceased to identified sites.
4. Initiates emergency medical care procedures and adheres to standard operating procedures and training guidelines set forth by the EMS Program Director and the EMS Medical Director.
5. Recognizes emergent situations, scene assessment, triage, incident command, hazard assessment, extrication of patients, wilderness rescue, helicopter ground operations and hazardous materials operations.
6. Performs basic to advanced level of care outlined in the Paramedic scope of practice, Advanced Cardiac Life Support and Pediatric Advanced Life support.
7. Recognizes multi-systems trauma in medical and environmental emergencies, assists in childbirth, and psychological crisis intervention.

8. Effectively uses radio communications equipment.
9. Maintains medical report documentation and patient confidentiality per HIPAA standards.
10. Works various shifts including weekends, holidays, and special events.
11. Shift activities to include but not limited to emergency vehicle checks for operational readiness (fluid levels, tires, belts, hoses, communications and electrical equipment), patient care equipment and supplies, general house keeping, and preventive maintenance, physical training, individual study of EMS subjects, and EMS skills review per shift.
12. Supervises basic level personnel.
13. Coordinates/assists in Community Injury Prevention activities and selected community health services defined in the Paramedic scope of practice such as vaccinations for the community.
14. Work closely with other mutual-aid agencies.
15. Attends all staff meetings regarding EMS information about patients, EMS responses, and quality assurance.
16. Other job related duties as assigned.

EDUCATIONAL REQUIRMENTS AND EXPERIENCE REQUIRMENTS:

1. High school or GED with two (2) year experience in Emergency Medical Services preferred. Medical related college credits may be substituted for experience.

NECESSARY SPECIAL REQUIRMENTS:

- 1 Tribal member with the ability to speak Tiwa preferred
- 2 Current New Mexico EMT Paramedic license.
- 3 Current American Heart Association CPR, current ACLS Certification and current PALS Certification.
- 4 Ability to communicate orally and in writing and under stressful situations.
- 5 Valid New Mexico Driver Class E license with the ability to meet POI liability insurance requirements and maintain eligibility in order to drive tribal vehicles.
- 6 Defensive driving certification required.
- 7 Ability to use emergency medical equipment and devices, office equipment, and computer data entry.
- 8 Knowledgeable of and sensitivity to Native American cultural values.
- 9 Ability to maintain strict confidentiality regarding patients.
- 10 Ability to pass the Department of Transportation medical physical.
- 11 Skill in establishing and maintaining effective working relationships.
- 12 Ability to coordinate with agencies involved in patient care and transportation.
- 13 Knowledge of emergency medical protocols, rules and regulations.
- 14 Knowledge of specialized emergency care procedures, methods, and practices.
- 15 Knowledge of supervisory methods and techniques.
- 16 Knowledge of pharmacology and medical terminology.

WORKING CONDITIONS

1. Work involves indoor and outdoor environments that include home, clinics, hospitals, streets and highways, wilderness, vehicles involved in accidents, and in back of the ambulance in cramped areas and uncomfortable positions.
2. Work includes being exposed to infectious diseases, blood borne pathogens, environmental elements, hazardous materials and other hazards found on emergency scenes, which require adherence to safety precautions.
3. Work includes being exposed to intermittent high noise levels such as sirens, engines, and loud voices.
4. Work requires moderate to extreme physical activity, including heavy lifting up to 100 lbs, pushing, pulling crawling, kneeling, climbing, crouching, with upper and lower extremities including hands and feet, and be able to bend and rotate waist and remain in a prone position during emergency situations.

5. Performs hand and finger dexterity movements, accurate eye-hand coordination, and bilateral coordination, grasps and manipulates objects with hands.
6. Stands or walks for extended periods of time.
7. Exposed to stressful work situations and volatile individuals.

BACKGROUND CHECKS ARE ROUTINELY CONDUCTED ON PROSPECTIVE EMPLOYEES IN ORDER TO CERTIFY COMPLIANCE WITH MINIMUM BACKGROUND STANDARDS ESTABLISHED BY THE PUEBLO OF ISLETA.

SUBMIT APPLICATION/RESUME TO HUMAN RESOURCE DEPARTMENT, LOCATED IN THE GOVERNOR'S OFFICE, OR MAIL TO HUMAN RESOURCE DEPARTMENT, PUEBLO OF ISLETA, P.O. BOX 1270, ISLETA, NM 87022

THE PUEBLO OF ISLETA IS A DRUG-FREE EMPLOYER

FOR ADDITIONAL INFORMATION CONTACT: Carol J. Jiron, Human Representative
Phone: (505) 766-6621 Fax: (505) 869-2812
EMAIL: poi70103@isletapueblo.com