



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 058-19

OPENING DATE: 03/14/2019

CLOSING DATE: 03/28/2019

POSTED: IN & OUT

POSITION: EMS Manager
PAY GRADE: E7 (\$21.92/ph to \$26.85/ph)
FLSA STATUS: Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: Grant Funded
DEPARTMENT: Health-EMS
REPORTS TO: CEO, Health Clinic
BACKGROUND LEVEL: Child Care

JOB PURPOSE:

Achieves the Emergency Medical Services Program goals and objectives by planning, directing, monitoring and evaluating the daily operation of all departmental functions and staff. Responds to emergency and non-emergency situations including; fire, medical, accident, and rescue situations. Performs basic, intermediate and advanced levels of emergency medical care to sick or injured persons under the scope of a licensed paramedic.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- Performs basic to advanced level of care outlined in the Paramedic Scope of Practice including, finding and recording vital signs, initializing a patient assessment, performing Cardiopulmonary Resuscitation, supplying oxygen, controlling bleeding, wound care, spinal immobilization, splinting, cardiac monitoring, intravenous puncture, and Advance Cardiac Life Support and Pediatric Advance Life Support.
- Disperses paramedic approved medication, narcotics, and inhalation therapy.
- Oversees administration of the EMS local agreements with municipalities as needed.
- Investigates complaints on contract performance issues.
- Oversees emergency vehicles, equipment, and supplies inspections for contract compliance.
- Ensures compliance with established rules, ordinances, and regulations; interact regularly with involved jurisdictions, boards, committees, councils and the communication/dispatch center to identify and resolve problems and seek appropriate creative solutions.

- Recommends, develops and implements program and policy changes relating to EMS.
- Assists in childbirth and psychological crisis intervention.
- Initiates and physically handles safe movement of patients; continues patient care while transporting to healthcare facilities.
- Maintains and ensures that patient care equipment and supplies are in order.
- Maintains medical report documentation, and patient confidentiality per HIPPA standards.
- Substitutes as EMS provider and ambulance driver as needed.
- Provides home visits to evaluate client's physical and mental conditions.
- Provides injury prevention, CPR seminars and basic life support classes to Isleta employees.
- Documents all patient care, assessments, and all service reports in a timely fashion.
- Manages department budget; coordinates financial and budget activities for maximum operational efficiency.
- Plans, directs, and monitors department productivity and quality goals.
- Creates policies and procedures for staff, to ensure consistency and adherence to EMS goals.
- Hosts regular staff meetings to ensure communication among staff regarding department related activities.
- Prepares and presents reports on the status, activities and plans for current and future operations; keeps leadership and other departments informed of status of EMS activities by attending meetings and submitting reports.
- Enhances professional growth and development through participation in seminars, educational workshops, classes and conferences.
- Maintains patient confidentiality.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES:

- Manages EMTs; provides coaching, counseling, training and feedback to employees; assigns, reviews, and delegates work and job responsibilities to designated staff.
- Hires, evaluations, disciplines and develops staff.
- Coordinates training, orientations and continuing education of staff.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

PLEASE BE SPECIFIC REGARDING QUALIFICATIONS, AND INCLUDE DOCUMENTS THAT CONFER THE HIGHEST LEVEL OF EDUCATION, CERTIFICATION AND LICENSES.

- High School Diploma/GED.
- EMT Paramedic License.
- Five years of progressively responsible emergency medical services experience.
- CPR Instructor Certification.
- Advance Care Life Support Certification.
- Pediatric Advance Care Life Support Certification.
- Defensive Driving Certification.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must be able to pass a TB screening.
- Must be able to pass background check, with NO prior convictions of any felonies.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

- Must have fingerprinting completed prior to employment.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of various areas and routes in Isleta.
- Knowledge of effective principles and practices of management and supervision.
- Knowledge of equipment and supplies employed in the emergency care of patients.
- Ability to assess situations and take appropriate course of actions under extremely stressful and hazardous circumstances.
- Skill in supervising, training, and evaluating assigned staff.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in budget preparation and administration
- Ability to assess situations and take appropriate course of actions under extremely stressful and hazardous circumstances.
- Ability to analyze and react to emergency situations quickly, calmly and effectively.
- Ability to respect cultural and traditional Native American beliefs.
- Ability to maintain confidentiality.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to handle multiple tasks and meet deadlines.
- Ability to effectively use radio communications equipment.
- Ability to recognize multi-systems trauma, medical and environmental emergencies.

PHYSICAL DEMANDS:

- Standing and/or walking for long periods of time.
- Ability to stoop, kneel, crouch or crawl in different situations.
- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of up to 150 lbs.

WORK ENVIRONMENT

- Work is generally performed in indoor and outdoor settings in emergency and extremely stressful situations.
- Noise level is high and frequent exposure to alarms and hazards.
- Exposure to outdoor weather conditions, fumes or airborne particles, smoke, toxic or caustic chemicals, blood borne pathogens, hazardous material and infectious disease.
- Situations occur where surgical masks, safety goggles, gloves and protective face shields are needed.
- Frequent interaction with the public.

PREFERENCE:

Tribal preference and Native American Indian preference shall apply to all positions at Pueblo of Isleta.

