



**PUEBLO OF ISLETA**  
**HUMAN RESOURCES DEPARTMENT**  
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**VACANCY ANNOUNCEMENT**

**\*\*RE-ADVERTISEMENT\*\***

**POSTING NO: 118-20**

**OPENING DATE: 08/20/2020**

**CLOSING DATE: Open Until Filled**

**POSTED: IN/OUT**

**POSITION:** EMS Manager  
**PAY GRADE:** E6 (\$21.92/hr.-\$31.78/hr.)  
**FLSA STATUS:** Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** Grant Funded  
**DEPARTMENT:** Health Services  
**REPORTS TO:** CEO, Health Services  
**BACKGROUND LEVEL:** Child/Elder

**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:**

- 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 provide written copy of immunization record prior to employment.
- 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 and Native American Indian preference shall apply to all positions at Pueblo of Isleta.