



**PUEBLO OF ISLETA**  
**HUMAN RESOURCES DEPARTMENT**  
**P.O. BOX 1270, ISLETA, NM 87022**  
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### **VACANCY ANNOUNCEMENT**

**POSTING NO: 037-23**

**OPENING DATE: 02/09/2023**

**CLOSING DATE: Open Until Filled**

**POSTED: IN/OUT**

**POSITION:** EMT-Paramedic (2)  
**PAY GRADE:** NE9 (\$30.25/hr. - \$40.84/hr.)  
**FLSA STATUS:** Non-Exempt  
**POSITION TYPE:** Full Time & PRN  
**FUNDING SOURCE:** Grant Funded  
**DEPARTMENT:** Health Services  
**REPORTS TO:** EMS Manager  
**BACKGROUND LEVEL:** Child/Elder

**JOB PURPOSE:** 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; transports patients to medical facility.

*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.
- Assists in childbirth, and psychological crisis intervention.
- Initiates and physically handles safe movement of patients; continues patient care while transporting to healthcare facilities.
- Checks emergency vehicle for operational readiness including fluid levels, tires, belts, hoses, communication and electrical equipment; ensures cleanliness of vehicle.
- Maintains and ensures that patient care equipment and supplies are in order.

- Drives emergency vehicle in a safe and expeditious manner in response to medical or trauma emergencies within service or mutual-aid area; including emergent and non-emergent transport of patients to health care facilities, and the transport of the deceased.
- Maintains medical report documentation, and patient confidentiality per HIPPA standards.
- Attends department staff meetings as required.
- Provides home visits to evaluate client's physical and mental conditions.
- Assists in community education programs in injury prevention and selected community health services; including vaccinations for the community.
- 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.
- Maintains patient confidentiality.
- Performs other duties as assigned.

**SUPERVISION RESPONSIBILITIES:**

- Supervises Basic and Intermediate EMTs on scene and during daily operations.

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- High School Diploma/GED.
- EMT Paramedic License.
- CPR 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 pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

**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 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.
- Ability to analyze and react to emergency situations quickly, calmly and effectively.
- Ability to maintain confidentiality.
- 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 exercise independent judgment.

- Ability to effectively use radio communications equipment.
- Ability to recognize multi-systems trauma, medical and environmental emergencies.
- Ability to work extended hours and various work schedules.

**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.