



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

POSTING NO: 037-24

OPENING DATE: 04/10/2024

CLOSING DATE: Open Until Filled

POSTED: IN/OUT

POSITION: EMT-Basic (3)
PAY GRADE: NE5 (\$20.65/hr. - \$27.88/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
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 levels of emergency medical care to sick or injured persons and 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 level of care within the EMT-Basic scope of practice including, finding and recording vital signs, initializing a patient assessment, performing supplying oxygen, controlling bleeding, wound care, splinting, and cardiac monitoring.
- 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 and cleans station; including general housekeeping duties.
- Maintains medical report documentation per HIPPA standards and according to established policies, procedures and protocols.
- Assists in community education programs in injury prevention and selected community health services; including vaccinations for the community.
- Attends department staff meetings as required.
- Documents all patient care, assessments, and all service reports in a timely fashion.
- Maintains patient confidentiality.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- High School Diploma/GED.
- EMT - Basic License.
- CPR 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 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.