

**NORTHERN CHEYENNE TRIBE – BOH PROGRAMS
JOB ADVERTISEMENT
FY 2020**

POSITION: EMT Shift Supervisor **Salary: \$23.23**

DEPARTMENT: Northern Cheyenne Ambulance Service

ACCOUNTABLE TO: Director of Emergency Services

OPENING DATE: 10/7/2020

CLOSING DATE: 10/14/2020 @4:00 PM
Extended to October 28th, 2020 @ 4:00 PM

How To Apply:

- Submit a completed N.C. Tribe application
- Complete Resume
- (3) current (within 1 year) letters of reference/recommendation
- Copies of certifications
- Current American Heart Association Health Care Provider CPR Certification.
- Current Montana State Emergency Medical Technician Licensure (Basic, Intermediate, or Paramedic)
- If claiming Tribal preference) a Tribal I.D.
- If claiming Veteran's preference) a DD214.
- High School transcript/diploma/GED.
- A valid Montana Driver's License and must be insurable.
- HAZ MAT awareness certificate preferred or can obtain one in 6 months of employment
- Pre-Hospital Trauma Life Support (PHTLS) certification or must be obtained within one year of employment.
- Advanced Emergency Defensive Driving Certificate, or obtained within one year of employment

**Submit to the Northern Cheyenne Tribe,
Attn: Human Resources Office, P.O. Box 128,
Little Wolf Capitol Building, Lame Deer, and Mt. 59043**

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

QUALIFICATIONS: To include Education; Experience; License; Certifications

1. High School Diploma or Equivalent
2. Prior EMS experience
3. Current Montana State Emergency Medical Technician License (Basic, Intermediate, or Paramedic)

4. Valid motor vehicle operator's license and must be insurable under the Northern Cheyenne Tribes vehicle insurance policy.
5. Current American Heart Association Health Care Provider CPR Certification
6. Pre-Hospital Trauma Life Support (PHTLS) certification, or must be obtained and kept within one year of employment
7. HAZ MAT awareness certificate, or obtain within 6 months of employment
8. Advanced Emergency Defensive Driving Certificate, or obtained within one year of employment
9. 2 years of supervisory experience.

REQUIREMENTS:

1. Demonstrated evidence of proficiency in the required BLS/ALS skills. Must have thorough current knowledge of medical/traumatic assessments, treatment and protocols.
2. Must have the ability to establish and maintain effective working relations with fellow employees, clinic/hospital staff, fire units, police departments, rescue squads, management, QRU services, neighboring ambulance services, and the general public.
3. Must have excellent verbal and written communication skills.
4. Must obtain BLS Instructor status within one year of employment and maintain status.
5. Must be able to handle conflict situations with good judgment, professionalism and courtesy.
6. Must have a working knowledge of the physical layout, streets, and demographics of the response/coverage area of the Northern Cheyenne Ambulance Service.
7. Adheres to strict standards of confidentiality, following the Privacy Act, Confidentiality, and HIPPA Standards.
8. Adheres to the personnel, financial, travel, drug and alcohol, property, and purchasing policy manuals of the Northern Cheyenne Tribe.
9. Adheres to the In-house policies of the Northern Cheyenne Ambulance Service, and policies of the Northern Cheyenne Tribal Board of Health
10. Provides supervision of assigned employees
11. Required to work weekends and holidays as scheduled.

SUMMARY OF WORK

Has the responsibility for the provision of optimum patient care in accordance with the Montana State EMS Licensing Rules and all state and local guidelines/protocols. Shall be responsible for the safe operation of all GSA/EMS vehicles in accordance with all motor vehicle laws on and off the Northern Cheyenne Reservation, twenty-four (24) hours, 7 days a week.

DUTIES AND RESPONSIBILITIES:

CLINICAL:

1. Maintains personal knowledge and skills in order to deliver optimum patient care as an EMT role model for other emergency service personnel.
2. Assigns duties to assigned crew and ensures tasks are completed; ensures all ambulance trip reports, shift reports are completed and turned in, completes time sheets of assigned employees; approves/disapproves leave requests.
3. Will formally orientate/evaluate assigned employees; administer discipline by the Northern Cheyenne Tribal Personnel Policies and Procedures.
4. Supervises the performance of EMT trainees and other observers on ambulance calls.
5. Safely uses GSA/EMS vehicles in accordance with the current motor vehicle laws and GSA motor vehicle policies.
6. Drives in all types of weather.
7. Transports patients by ambulance to outside medical facilities as requested by IHS medical staff (doctor).
8. Stocks and maintains the EMS vehicles and its contents in a state of readiness at all times. Maintains the EMS building and its contents. Maintains documentation of the same.
9. Works in hazardous environments to ensure safety and stabilization of the patient.
10. Works with local/area BLS, ALS, fire and law enforcement agencies as a team for a coordinated effort on the patient's behalf.
11. Documents all patient care assessments, BLS/ALS skills and all service reports in a timely fashion. Documentation shall be legible and accurate. All patient trip reports shall be completed after each patient contact with copies given to receiving medical facilities, and original attached to dispatch log.
12. Participates actively in program QA/meetings.
13. Maintains ambulances, radios, equipment, supplies, garage and living quarters in a state of readiness twenty-four (24) hours a day, seven days a week.
14. When approved and requested, participating in the training and evaluation of student EMT's.
15. Shall be punctual, in uniform, and ready for their shift.
16. To act at all times in a professional manner and shall be able to handle conflict situations with good judgment.
17. Shall follow the N. C. Ambulance/Tribal Board of Health chain of command.

EDUCATIONAL:

1. Provides for ongoing personal growth in BLS/ALS and emergency care through education and maintenance of state and national requirements for EMT certification, CPR, and PHTLS.
2. Maintains functional awareness of all national, state and local EMS guidelines/protocols.
3. Documents all activities in an acceptable manner.
4. Must possess basic teaching skills.
5. Develop a plan for maintaining own professional growth and development.
6. Maintain a high level of competency within the staff.

PUBLIC RELATIONS:

1. Participates actively in public awareness and community education programs related to the Northern Cheyenne EMS/Tribal Board of Health Programs.
2. Maintains professional appearance of the approved uniform and maintains hygienic and grooming standards.
3. Works on special projects as delegated by the shift supervisor or program supervisor.

PHYSICAL DEMANDS:

1. Must be in excellent physical health with no medical disabilities that would impair your duties as an Emergency Medical Technician.
2. Will drive/operate motor vehicles, and work in all types of weather and terrain.
3. Considerable lifting and moving of heavy patients required.
4. Will need to extricate some patients in hazardous environments.
5. Work with present considerable hazards, i.e., communicable diseases, explosions, hazardous chemical spills, violent patients, potential fire risks, and severe weather conditions.