

**NORTHERN CHEYENNE TRIBE  
BOARD OF HEALTH  
JOB ADVERTISEMENT  
2017**

**POSITION:** EMT Driver Attendant

**SALARY:** 16.40 to 18.40

**DEPARTMENT:** Northern Cheyenne Ambulance Service

**ACCOUNTABLE TO:** EMT Shift Supervisor

**OPENING DATE:** November 14<sup>th</sup> 2017

**CLOSING DATE:** November 30<sup>th</sup> 2017

**How To Apply:** Submit a completed application, **RESUME**, (3) current (within 1 year) letters of reference/recommendation, copies of certifications (if claiming Tribal preference) a Tribal I.D., if claiming Veteran's preference) a DD214, High School transcript/diploma/GED, valid Montana Driver's License & must be insurable. Submit to the Northern Cheyenne Tribe, att: Human Resources Office, P.O. Box 128, Little Wolf Capitol Building, Lama Deer, and Mt. 59043

**INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED**

**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.

**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.
4. **Valid** motor vehicle operators 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 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.

## **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 Services, and policies of the Northern Cheyenne Tribal Board of Health Department.
10. Required to work weekends, and holidays as scheduled.

## **DUTIES AND RESPONSIBILITIES:**

### **CLINICAL:**

1. Maintains personal knowledge and skills to deliver optimum patient care as an EMT role model for other emergency service personnel.
2. Supervises the performance of EMT trainees and other observers on ambulance calls.
3. Safely operates GSA/EMS vehicles in accordance with the current motor vehicle laws and GSA motor vehicle policies.
4. Drives in all types of weather.
5. Transports patients by ambulance to outside medical facilities as requested by IHS medical staff (doctors).
6. 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.
7. Works in hazardous environments to insure safety and stabilization of the patient.
8. Works with local/area BLS, ALS, fire and law enforcement agencies as a team for a coordinated effort on the patient's behalf.
9. Documents all patient care assessments, BLS/ALS skills and all service reports in a timely fashion. Documentation shall be liable 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.
10. Participates actively in program QA/meetings.

11. Maintains ambulances, radios, equipment, supplies, garage and living quarters in a state of readiness twenty-four hours a day, seven days a week.
12. When approved, and requested, participating in the training and evaluation of student EMT's.
13. **Shall** be punctual, in uniform, and ready for their shift.
14. To act at all times in a professional manner and shall be able to handle conflict situations with good judgment.
15. **Shall** follow the N.C. Ambulance/Tribal Board of Health chain of command.

### **EDUCATIONAL:**

1. Provides for ongoing personal growth in BLA/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 Health Program
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.