

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DPS0478400 DATE POSTED: 01/13/14
POSITION NO: 944976 CLOSING DATE: 01/27/14
POSITION TITLE: EMERGENCY MEDICAL TECHNICIAN SUPERVISOR
DEPARTMENT NAME / WORKSITE: EMERGENCY MEDICAL SERVICES - INSCRIPTION HOUSE, ARIZONA
WORK DAYS: SUN - SAT REGULAR FULL TIME: GRADE/STEP: Y64A
WORK HOURS: VARIES PART TIME: NO. OF HRS./WK.: 40 \$ 39,228.80 PER ANNUM
SEASONAL: Duration: \$ 18.86 PER HOUR
TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Must be available on a 24 hour/7 days/week basis. Will be subject to callback or standby duty. Will provide direct management/supervision over a staff of eleven (11) or twelve (12). Will be responsible for the care and maintenance of ambulance units. Must be able to plan, coordinate, direct, organize and control the activities of a Emergency Medical Service "Service Base" to which assigned. Must be able to travel or take assignments on moments notice. Must be able to teach or talk to citizens, schools, or individuals about the services of Emergency Medical Service.

QUALIFICATION REQUIREMENTS:

Education, Experience and Training:

A High School Diploma or GED; four (4) years experience as an Emergency Medical Technician Basic, Intermediate or Paramedic. One (1) year of which must have been managing and/or training Emergency Medical Technicians, Paramedics or related programs.

(In order to receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Must be familiar with Hospital or Clinic Systems; filing, typing, recordkeeping, some computer knowledge and standard office practice.

Special Requirements:

Must possess a current Emergency Medical Technician - Basic, Intermediate or Paramedic License; a Valid State Driver's License; a current cardiopulmonary resuscitation (CPR) Health Care Provider certificate. Within 90 days of employment must obtain a Navajo Nation Vehicle Operator's Permit. Incumbents with an Emergency Medical Technician Basic License must obtain an Emergency Medical Technician Intermediate License within one (1) year of appointment. Additional licenses or certificates may be required.

VETERANS' PREFERENECE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.