

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DPS04724049 DATE POSTED: 06/14/22
POSITION NO: 947881 CLOSING DATE: 06/27/2022 by 5pm
POSITION TITLE: Emergency Medical Technician - Recruit
DEPARTMENT NAME / WORKSITE: DPS/Emergency Medical Service/ Tohatchi, NM
WORK DAYS: SUN-SAT REGULAR FULL TIME: GRADE/STEP: BQ57A
WORK HOURS: VARIES PART TIME: NO. OF HRS./WK.: \$ 25,243.92 PER ANNUM
SENSITIVE SEASONAL: DURATION : \$ 12.09 PER HOUR
NON-SENSITIVE TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Participates in classroom instruction and on-the-job training in emergency medical service system functions, methods and procedures. Reads and studies instructional or informational material in order to achieve working knowledge; Provide assistance to licensed/certified personnel at the scene of emergencies and during transport. Maintain emergency equipment, vehicles and supplies. Operate specially equipped emergency vehicles in response to emergencies and transport. Assist with patient care and/or department required information and records.

Must be able to work a variety of hours or shifts as assigned including night, weekend, and holiday shifts. Available for on-call and call backs during personnel shortages, including sick calls and high demand situations such as mass casualty incidents.

Must be available to travel, accept and carry out assignments on a moments notice, on or off the Navajo Nation.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED.

Special Requirements:

- A favorable background investigation.
- Possess a valid state driver's license.

Supplemental Requirements:

Incumbent must obtain a Cardiopulmonary Resuscitation (CPR) Certificate for Health Care Provider, a Navajo Nation Vehicle Operator's Permit, a current immunization record, HIPAA and Privacy Act training and obtain a physical, medical and drug screen examination and within 30 days of date of hire; and become certified in an approved Coaching Emergency Vehicle Operator's course (CEVO) within 45 days of date of hire; and must obtain an EMT-Basic License within eighteen months of date of hire.

Additional license or certification may be required.

(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:

- Ability to use good judgment and to remain calm in high-stress situations.
- Ability to work effectively in an environment with loud noises and flashing lights.
- Skill in reading, writing and comprehending written and oral instructions.
- Skill in basic algebra computation.
- Skill in basic computer operations.
- Skill in critical thinking and decision-making.
- Skill in establishing and maintaining effective working relationships.

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