THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DPS0478825**	DATE POSTED:	**06/23/14**
POSITION NO:	241985	CLOSING DATE:	**07/07/14**
POSITION TITLE:	**EMT SUPERVISOR**		
DEPARTMENT NAME / WORKSITE:	**DPS/Emergency Medical Services - Torreon, NM**		

WORK DAYS:	**MON - FRI**	REGULAR FULL TIME:	☑		GRADE/STEP:	Y64A
WORK HOURS:	**8am-5pm**	PART TIME:	☐	NO. OF HRS./WK.:	$ 39,228.80	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 18.86	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Must be available on a 24 hour/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 unit. 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)

Minimum Qualifications:

- A high school diploma or GED; and four (4) years of experience as an Emergency Medical Technician - Basic, Intermediate or Paramedic, one (1)year of which must have been in managing and/or training Emergency Medical Technicians, Paramedics or related programs.

Preferred Qualifications:

- An Associate's degree in related discipline.
- New Mexico Emergency Medical Technician Intermediate (Advance EMT) License.
- Pre-hospital Trauma Life Support Certification or Pediatric Education for Pre-hospital Professionals.
- Proficient in Microsoft Office software or other computer applications.

Special Requirements

- A favorable background investigation.
- Possess a current Emergency Medical Technician - Basic, Emergency Medical Technician - Intermediate or Paramedic License; a valid state driver's license; and a current Cardiopulmonary Resuscitation (CPR) Health Care Provider Certificate.

(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. Must obtain a Navajo Nation Operator's Permit within 90 days of date of hire; and incumbent with an EMT - Basic License must obtain an Emergency Medical Technician - Intermediate License within one (1) year of date of hire.

A favorable background check is required.

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