THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DPS0478828**	DATE POSTED:	**06/23/14**
POSITION NO:	**947880**	CLOSING DATE:	**07/07/14**
POSITION TITLE:	**EMT BASIC**		
DEPARTMENT NAME / WORKSITE:	**DPS/Emergency Medical Services - Tohatchi, NM**		

WORK DAYS:	**SUN - SAT**	REGULAR FULL TIME:	☑		GRADE/STEP:	**Y60A**
WORK HOURS:	**VARIES**	PART TIME:	☐	NO. OF HRS./WK.:	$ 27,768.00	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 13.35	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Must be available for standby or callback 24 hours/7 days/week and work different shifts. Must be available to travel, accept and carry out assignments on a moments notice, on or off the Navajo Nation. Must perform those duties and responsibilities of the EMT Basic Classification as prescribed and in accordance to the principles and practices of Emergency Care while in the field. Must perform those duties and responsibilities as authorized in the EMT Basic procedures while in the Hospital or Clinic. Must assist (in or around) the Facility Emergency Room Department as needed or necessary in Emergency or Post Care procedures. Must perform routine ambulance maintenance procedures, make public awareness and education presentations and communicate effectively, orally and in written form. Must be able to make decisions, work independent, be diligent and resourceful.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; and six (6) months experience at the EMT Intern level.

Preferred Qualifications:

- A favorable background investigation.
- Proficient in Microsoft Office software or other applications.
- Pre - hospital Trauma Life Support Certification.
- Pediatric Education for Pre - hospital Professioal Certification.

Special Requirements

- Possess a current EMT - Basic License; a valid state driver's license; a current Cardiopulmonary Resuscitation (CPR) Health Care Provider Certificate; and must pass a physical examination.

(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:

Knowledge of the principles and practices of Emergency Medical Care; of Cardiopulmonary Resuscitation (CPR); of the maintenance and preparation of emergency care equipment and supplies; of medical terminology. Skilled in safely operating a motor vehicle in emergency situations; ability to maintain records and prepare reports; work a rotation schedule; life heavy objects.

A favorable background investigation is required.

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