

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO:	<u>DPS04719863</u>	DATE POSTED:	<u>07/16/20</u>		
POSITION NO:	<u>947856</u>	CLOSING DATE:	<u><b>OUF</b></u>		
POSITION TITLE:	<u>EMT INSTRUCTOR/COORDINATOR</u>				
DEPARTMENT NAME / WORKSITE:	<u>DPS/EMERGENCY MEDICAL SERVICE / WINDOW ROCK, ARIZONA</u>				
WORK DAYS:	<u>MON - FRI</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	<u>BC62A</u>
WORK HOURS:	<u>8:00 am - 5:00 pm</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u>\$ 36,462.40</u> PER ANNUM
SENSITIVE	<input checked="" type="checkbox"/>	SEASONAL:	<input type="checkbox"/>	DURATION :	<u>\$ 17.53</u> PER HOUR
NON-SENSITIVE	<input type="checkbox"/>	TEMPORARY:	<input type="checkbox"/>		

**DUTIES AND RESPONSIBILITIES:**

EMT Instructor is required to update and maintain current practices and principles of Pre-Hospital care by extensive and thorough research of changes in the Emergency Medical Technician, First Responder, Basic and Intermediate classification through standard EMS Academy and National Registry of Emergency Medical Technicians curricula, research of new methodologies, emergency medicine updates, medical direction and conferences. Current information are to include Cardiopulmonary Resuscitation, Basic, Intermediate and Advance Life Support levels. Pre-Hospital medicine guidelines are to be in compliance with the UNM EMS Academy for certification, National Registry of Emergency Medical Technicians certification and New Mexico EMS Bureau licensure guidelines. Must be able to develop EMT Instructional plans for in-services, prepare and present EMT courses, critique academic and didactic principles of class and student interaction. EMT Instructor requires tremendous travel both on and off Reservation for the purpose of assisting and conducting medical in-services, workshops and seminars, Monitors and critiques first time EMT Instructors for certification. Business travel time includes weekends or irregular hours during the normal business week. The duties also include working as an EMT in the Pre-Hospital setting during Special Operations, assisting with additional personnel and manpower.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A high school diploma/GED; and two (2) year as an EMT-Intermediate level or higher including training or teaching experience in Cardiopulmonary Resuscitation (CPR), First Aid and Emergency Medical Technician presentations.

**Special Requirements:**

- A favorable background investigation.
- Possess a current EMT-Intermediate or EMT-Paramedic license; a current Cardiopulmonary Resuscitation (CPR)-Instructor Certificate; an EMT-Instructor/Coordinator Certificate; a current Cardiopulmonary Resuscitation (CPR) Health Care Provider Certificate; a valid state driver's license; 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 advance and basic emergency medicine ideas and practices with skills implemented in presentations, in-services, instructions or training disciplines in all EMT Courses; knowledge of development of new methodologies, knowledge in state Emergency Health Care systems, Ambulance services and Hospital Emergency Room operations; Experienced with the principles and practices of State Emergency Medicine protocols, treatment, drug and operational guidelines; experienced and knowledge of supervision principles and practices of administration and general office procedures.

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