

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

REQUISITION NO:	<u>DOH0729685</u>	DATE POSTED:	<u>12/22/14</u>		
POSITION NO:	<u>243281</u>	CLOSING DATE:	<u>02/06/15</u>		
POSITION TITLE:	<u>Emergency Medical Technician - Intermediate</u>				
DEPARTMENT NAME / WORKSITE:	<u>Department of Behavioral Health Services/Gallup Detoxification Center/Gallup, New Mexico</u>				
WORK DAYS:	<u>Saturday-Sunday</u>	REGULAR FULL TIME:	<input type="checkbox"/>	GRADE/STEP:	<u>AB61A</u>
WORK HOURS:	<u>80</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u>\$ 31,179.20</u> PER ANNUM
		SEASONAL:	<input type="checkbox"/>	DURATION :	<u>\$ 14.99</u> PER HOUR
		TEMPORARY:	<input checked="" type="checkbox"/>		

**DUTIES AND RESPONSIBILITIES:**

Provide daily EMT services at the Gallup Detox Center by working with nursing and medical personnel for clients with immediate medical needs or requiring continuous monitoring. Will provide initial on-site assessment of client's condition; follow established care procedures and protocols; provide intermediate level medical and patient care; take vital signs to assess for systemic life threats, initiate intravenous (IV) fluids, draws blood work, administers various medication/drugs in accordance with rules and regulations; maintain health records by documenting observations; maintains confidentiality of client records; determine the need for additional assistance.

Develop communication protocols with medical facilities for emergency medical treatment; provide detailed patient report; obtain and follow instructions regarding further treatment; administers basic or intermediate life support treatment; assist physician and other professional medical personnel in providing emergency treatment.

Complete and submit client care information and records per established policies and procedures; inspect equipment to assure all are properly functioning and that supplies are properly restocked and accounted for; briefs next shift workers; assists with scheduling shift assignments; lead, guide and/or assist in providing training; interacts with other agencies (e.g. police, fire, emergency medical services, etc.); attends meetings and trainings.

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

**Minimum Qualifications:**

A high school diploma or GED; and one (1) year experience at the EMT - Basic level in a pre-hospital setting.

**Preferred Qualifications:**

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

**Special Requirements:**

- A favorable background investigation
- Possess a current EMT - Intermediate 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 state and local emergency medical protocols, rules and regulations; knowledge of the principles and practices of emergency medical care; knowledge of basic pharmacology and medical terminology; knowledge of Cardiopulmonary Resuscitation (CPR); knowledge of the maintenance of emergency care equipment and supplies; knowledge of the preparatoin and use of emergency equipment and supplies; knowledge of supervisory methods and techniques.

Skill in operating emergency medical equipment; skill in maintaining medical records; skill in reading and comprehending written instructions; skill in understanding and applying oral instructions; skill in establishing and maintaining effective working relationships; skill in interpreting diagnostics signs and symptoms.

Ability to coordinate with agencies involved in patient care and transportation.

**<<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.**