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

| | | | |
|---|---|---|---|
| REQUISITION NO: | **DPS0478985** | DATE POSTED: | **07/28/14** |
| POSITION NO: | 946103 | CLOSING DATE: | **08/08/14** |
| POSITION TITLE: | **Paramedic** | | |
| DEPARTMENT NAME / WORKSITE: | **DPS/Emergency Medical Services/Tohajiilee, NM** | | |

| | | | | | | |
|---|---|---|---|---|---|---|
| WORK DAYS: | **SUN - SAT** | REGULAR FULL TIME: | ☑ | | GRADE/STEP: | Y63A |
| WORK HOURS: | **VARIES** | PART TIME: | ☐ | NO. OF HRS./WK.: | $ 35,984.00 | PER ANNUM |
| | | SEASONAL: | ☐ | DURATION : | $ 17.30 | PER HOUR |
| | | TEMPORARY: | ☐ | | | |

**DUTIES AND RESPONSIBILITIES:**

Must be available 24 hours/7 days/week and work different shifts, including callback or standby duty. 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 Paramedic 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 Paramedic 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 procedure, 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 two (2) years experience as an Emergency Medical Technician - Intermediate in a pre-hospital setting.

**Preferred Qualifications:**

- An Associate's degree in related discipline.
- Proficient in the use of Microsoft Office software or other computer applications.

**Special Requirements**

- A favorable background investigation.
- Possess a current EMT - Paramedic LIcense, a valid state driver's license, an Advanced Cardiac LIfe Support (ACLS) Certificate, a 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:**

Must be familiar with Hospital or Clinic Systems; filing, typing, recordkeeping, computer knowledge and standard office practice.

***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.***