

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: <u>DPS04710589</u>	DATE POSTED: <u>08/03/15</u>		
POSITION NO: <u>946102</u>	CLOSING DATE: <u>08/17/15</u>		
POSITION TITLE: _____	PARAMEDIC		
DEPARTMENT NAME / WORKSITE: _____	DPS/EMERGENCY MEDICAL SERVICE - TOHAJIILEE, NEW MEXICO		
WORK DAYS: <u>SUN - SAT</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AB63A</u>	
WORK HOURS: <u>VARIES</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____	\$ <u>37,065.60</u> PER ANNUM
	SEASONAL: <input type="checkbox"/>	DURATION : _____	\$ <u>17.82</u> PER HOUR
	TEMPORARY: <input type="checkbox"/>	_____	

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 at least (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

Must possess a current Emergency Medical Technician Paramedic License; a valid state drivers license; a current Advanced Cardiac Life Support (ACLS) certificate a Cardiopulmonary Resuscitation (CPR) Health Care Provider certificate. Within 90 days of hire must obtain a Navajo Nation Vehicle Operator's Permit and Pediatric Advance Life Support (PALS) certificate. Additional licenses or certificates may also be required.

(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.

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