

# Winslow Indian Health Care Center

## Job Vacancy Announcement #WDH-18-41



**POSITION TITLE: EMT Basic (part-time)**

**CLOSING DATE: Open until filled**

**Position Summary:**

Under general supervision of the EMS Manager, provides emergency and basic medical care in a pre-hospital setting in a fast-paced environment by providing inter-facility transports to receiving hospitals. Uphold the principles of WIHCC's Vision, Mission, and Value Statements. Maintains confidentiality of all privileged information at all times.

*This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.*

**Essential Duties & Responsibilities:**

- Maintains regular attendance and punctuality.
- Triage and provides immediate/urgent treatment, according to the status of patients and level of care needed within scope of practice.
- Provides medical care based on scope of practice and online/offline medical direction.
- Responds to instructions from emergency medical dispatcher and drives specially equipped emergency vehicle to specified location.
- Administers first-aid treatment to and transports sick or injured persons to medical facility, working as member of emergency medical team
- Assists in removal of victims from scene of accident or catastrophe.
- Determines nature and extent of illness or injury, or magnitude of catastrophe, to establish first aid procedures to be followed or the need for additional assistance, basing decisions on statements of persons involved, examination of victim or victims, and knowledge of emergency medical practice.
- Administers prescribed first-aid treatment at site of emergency, or in specially equipped vehicle, performing such activities as application of splints, administration of oxygen or intravenous injections, treatment of minor wounds or abrasions, or administration of artificial resuscitation.
- Communicates with professional medical personnel at emergency treatment facility to obtain instructions regarding further treatment and to arrange for reception of victims at treatment facility.
- Assists treatment center admitting personnel to obtain and record information related to victims' vital statistics and circumstances of emergency. Maintains vehicles and medical and communication equipment and replenishes first-aid and medical equipment and supplies.
- Prepares patient care reports/charts.
- Operates and/or sets up specialized equipment, i.e., cardiac monitors, defibrillators, EKG machines, ventilators, oxygen tanks, etc.
- Maintains professional knowledge and skill by attending continuing education, staff meetings, workshops and serving on QM/HP Teams/Committees.
- Arranges and/or coordinates needed transport for patients via ground/flight as required.
- Assists UCC and clinic staff with patient care as assigned during down periods of no transports.
- Remains on-call as needed.
- Upholds all principles of confidentiality and patient care to the fullest extent.
- Adheres to all professional and ethical behavior standards of the healthcare industry.
- Adheres to WIHCC's Personnel Policies and Procedures, departmental policies, rules, and regulations.
- Interacts in an honest, trustworthy and dependable manner with patients, employees, visitors, and vendors.
- Possesses cultural awareness and sensitivity.
- Maintains compliance with all Human Resources requirements.
- Performs other duties as assigned.

### **Minimum Qualifications:**

Valid AZ and National Registry EMT- Basic certification. Must have completed a state approved and accredited training program. Must have three years or more of experience in the field of EMS. Must demonstrate proficiency in the following areas: Basic emergency cardiac life support; Basic trauma life support; and Pediatric emergency care. Current BLS/CPR. PHTLS is strongly recommended. Bilingual skills in English and Navajo language preferred. Must maintain a valid unrestricted and insurable driver's license. Must successfully pass a background investigation and maintain suitable requirements for a Child Care position. This position is considered as a Child Care position, which requires a satisfactory background check investigation and is subject to the requirements of the Indian Child Protection and Family Violence Prevention Act, as amended (henceforth referred as the ICPFVP Act).

### **Knowledge, Skills, Ability:**

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements including the Privacy Act, HIPAA, HITECH, AAAHC, EMTALA and OSHA rules and regulations.
- Knowledge of the principles and practices of emergency management.
- Knowledge of strong work ethics in the workplace.
- Knowledge of basic application of confidentiality.
- Knowledge of basic computer skills, e.g. Outlook, Word, Excel, PowerPoint.
- Skill in operating specific clinical equipment.
- Ability to assess situations and take appropriate course of actions under stressful and hazardous circumstances.
- Ability to prepare accurate, complete, and legible reports and present detailed, accurate, and objective oral presentations.
- Ability to safely operate tools, apparatus, vehicles, and equipment used in medical assistance operations.
- Ability to read and see small items, computer screens and biomedical equipment readouts without or without corrective devices.
- Ability to lift, position, and/or transfer patients and lift supplies/equipment.
- Ability to work with latex products on a routine basis.
- Ability to follow extensive safety precautions and use protective equipment.
- Ability to distinguish subtle changes in auscultation of breath sounds, heart sounds, blood pressure, etc.
- Ability to be dependable in attendance and job performance.
- Ability to meet attendance, overtime (if necessary), and other reliability requirements of the job.
- Ability to accept and learn from feedback.
- Ability to effectively communicate both in written and verbal.
- Ability to provide exemplary customer service at all times.
- Ability to interact positively with others and possess great interpersonal skills.
- Ability to multitask and perform well under pressure.
- Ability to have self-confidence.
- Ability to be a great team player.
- Ability to accept and learn from supervisor/peer critique.
- Ability to be flexible and adaptable to the changing needs of the organization.

### **Physical Demands:**

While performing the duties of this job, the employee regularly is required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; climb or balance; and stoop, kneel, crouch, or crawl. The employee frequently is required to taste or smell. The employee must occasionally lift and/or move up to 100 pounds.

### **Work Environment:**

Work is performed in an office setting or outdoor work environment with a moderate noise level. Work environment may involve exposure to physical risks, such as blood borne pathogens and operating dangerous equipment or working with chemicals. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.

**As required by P.L. 93-638, absolute preference will be given to qualified Navajo applicants. If there is no qualified Navajo applicant, preference will be given to qualified American Indian applicants.**