

Winslow Indian Health Care Center

Job Vacancy Announcement #WDH-18-24



POSITION TITLE: EMT Paramedic

CLOSING DATE: Open until filled

Position Summary:

Under general supervision of the EMS Manager, provides comprehensive emergency and advanced medical care in a pre-hospital setting and 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.
- Administers life support care to sick and injured persons in pre-hospital setting as authorized and directed by physician.
- Assesses nature and extent of illness or injury to establish and prioritize medical procedures to be followed or need for additional assistance.
- Restores and stabilizes heart rhythm on pulseless, non-breathing patient, using defibrillator, or as directed by physician.
- Monitors cardiac patient using electrocardiograph.
- Initiates intravenous fluids to administer medication or drugs, or to replace fluids lacking in body.
- Performs endotracheal intubation to open airways and ventilate patient.
- Administers injections of medications and drugs, following established protocols.
- Administers initial treatment at emergency scene and takes and records patient's vital signs.
- Observes, records, and reports to physician patient's condition and reaction to drugs, treatments, and significant incidents.
- Serves as team leader for Emergency Medical Technicians as needed.
- 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
- 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.
- Maintains vehicles and medical and communication equipment and replenishes first-aid and medical equipment and supplies.
- Operate and/or set up specialized equipment, i.e., cardiac monitors, defibrillators, EKG machines, ventilators, etc.
- Maintain professional knowledge and skill by attending continuing education, staff meetings, workshops and serving on QM/HP Teams/Committees.
- Arrange and/or coordinates needed transport for patients via ground/flight as required.
- Assist Urgent Care 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:

Possesses a valid AZ and National Registry EMT- Paramedic certification. Must have completed a state approved and accredited training program. Must have three to five years or more of experience in the field of EMS. Must demonstrate proficiency in the following areas: Advanced emergency cardiac life support; Advanced trauma life support; and Pediatric emergency care. Current BLS/CPR, ACLS and PALS are required. 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 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.
- 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 follow extensive safety precautions and use protective equipment.
- Ability to work with latex products on a routine basis.
- Ability to read and see small items, computer screens and biomedical equipment readouts with or without corrective devices.
- Ability to distinguish subtle changes in auscultation of breath sounds, heart sounds, blood pressure, etc.
- Ability to lift, position, push and/or transfer patients and lift and move supplies and equipment.
- Ability to work independently and meet strict time lines.
- 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.