

# Human Resources Department Santo Domingo Pueblo



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## JOB ANNOUNCEMENT

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**POSITION TITLE: EMT –Intermediate/Paramedic**

**SALARY RANGE: \$20.25-\$24.00 DOE**

**DEPARTMENT: EMS**

**Position Status: Full-Time, Hourly**

**SUPERVISOR: EMS Director**

**Job Posting ID: EMS-72403**

**Closing Date: 3/29/2024**

*Santo Domingo Pueblo exercises Indian Preference in employment opportunities but otherwise supports non-discrimination on the basis of age, sex, religion, disability, color, race, or national origin, except where required by bona fide business necessity.*

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### **BASIC PURPOSE:**

Incumbent in this position is responsible to perform highly skilled work in emergency medical services, patient assessment and transport, development of patient care plans and execution of treatment guidelines in a prehospital environment. Incumbent must also provide public education when always needed and represent the department in a professional manner.

### **ESSENTIAL FUNCTIONS:**

- Responds to emergency alarms and calls for service, rescue, basic and advanced life support, and emergency medical duties as required to control emergency incidents; relays orders, instructions, and information on emergency actions, and follows orders under stressful conditions.
- Performs assigned duties within scope of authority and training, and according to SDEMS policies and procedures; duties may vary according to job assignment and skill level.
- Operates emergency, rescue, medical and life saving tools and equipment.
- Assesses, treat, stabilize, and transport patients according to SDEMS treatment guidelines and level of emergency medical certification; restocks medical supplies, and maintains inventory.
- Inspects, cleans, and maintains a variety of equipment, tools, and apparatus; assures that all emergency response equipment is in a proper state of readiness and available for immediate use; notifies supervisors of equipment problems beyond the scope of skills and training.
- Participates in classes, drills, and training to maintain and upgrade rescue, and emergency medical skills; prepares reports, and maintains SDEMS records and work logs.
- Participate in coverage of traditional events within Santo Domingo Pueblo.
- Continuously updates knowledge of regional traffic patterns, roads, landmarks, building locations, special hazards of designated facilities.
- Maintains confidentiality and security of administrative, medical, and technical information, complies with policy and procedures.
- Other duties as assigned.

## **REQUIRED COMPETENCIES**

- **Integrity / Honesty**

All Santo Domingo Pueblo employees must operate in an ethical manner by following all Santo Domingo Pueblo policies and procedures relating to confidentiality, HIPAA, handling, tracking of reports, and proper behavior between staff and public. Incumbent must conduct oneself above the appearance of doing something wrong.

- **Teamwork**

All Santo Domingo Pueblo employees must be competent in working effectively with division members and members of other divisions to resolve common issues or problems as well as listening and seeking others' perspective on how to complete assignments. Keeps others informed and up to date about tasks, progress, or projects.

- **Goal and Task Management**

Incumbent in this job needs to be able to plan, prioritize, set goals, establish standards, coordinate tasks, show concern for deadlines, and track progress with respect to personal performance.

- **Decisiveness**

Incumbent in this position must be able to successfully determine and initiate a course of action. Incumbent must require the consideration of multiple options, information sources, and development of contingency plans.

- **Oral Comprehension**

Must possess the ability to listen to and understand information and ideas presented through spoken words and sentences.

- **Oral Expression**

Incumbent must possess the ability to communicate information and ideas verbally and in writing so others will understand.

- **Physical Demands**

Duties are primarily active firefighting/EMT functions. The possibility of physical danger is quite present in field operations. The incumbent must be in, maintain and periodically demonstrate excellent physical condition.

## **MINIMUM QUALIFICATIONS:**

- High School Diploma or GED Equivalent.
- Must have a current New Mexico EMT Intermediate License-Paramedic level preferred.
- One year EMS field experience preferred.
- Must have knowledge of medical terminology and be able to translate into simple and understandable explanations for all community members.
- Experience with tribal cultural sensitivity, and the operation of tribal government preferred.
- May be required to work various shifts, evenings, weekends, traditional events, holidays, and/or as assigned by the EMS Chief/Director.
- Must possess excellent computer skills.
- Must be able to satisfactorily pass a background check.
- Valid New Mexico driver's license with ability to meet Santo Domingo Pueblo liability insurance requirements and maintain eligibility for insurance.
- Candidate must satisfactorily complete the SDEMS written and scenario-based testing.
- Covid-19 vaccination is required. Reasonable accommodation considered.

## **Please submit complete application:**

- By email: [HR@kewa-nsn.us](mailto:HR@kewa-nsn.us)
  - o Subject line: **EMT-Intermediate or Paramedic– [Your Name]**
- By mail: Santo Domingo Pueblo Human Resources, PO Box 127, Santo Domingo Pueblo NM 87052
- By fax: (505) 715-4416 Attn: Human Resources
- Online: [Job Listings - Santo Domingo Tribe Jobs \(isolvedhire.com\)](http://Job Listings - Santo Domingo Tribe Jobs (isolvedhire.com))
- In person: Human Resources Department, 116 San Ildefonso St, Santo Domingo Pueblo NM 87052

## **A complete application packet includes the following:**

- Santo Domingo Pueblo Employment Application
- Resume
- Cover Letter
- Applicable certifications and/or educational degrees

**Incomplete application packets may delay or exclude consideration of your application.**