

# SAN CARLOS APACHE TRIBE

HUMAN RESOURCES DEPARTMENT

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Terry Rambler  
Tribal Chairman



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## AMENDMENT NO. 1

**The amendment is issued to amend the Conditions of Employment, all other information remains the same.**

| VACANCY ANNOUNCEMENT NO.                                   | OPENING DATE    | CLOSING DATE    |
|--|-----------------|-----------------|
| #24-010  | October 2, 2023 | Open Continuous |
| POSITION TITLE AND DEPARTMENT                              | SALARY          |                 |
| Emergency Medical Technician<br>Emergency Medical Services | DOE             |                 |

APPLICATIONS ARE AVAILABLE AT THE TRIBAL HUMAN RESOURCES OFFICE  
(Applications must be received in the Human Resources Office by close of business on the closing date)

### CONDITIONS OF EMPLOYMENT:

- **NUMBER OF VACANCIES:** This is an open continuous vacancy announcement and applications will be referred when vacancies occur. The open continuous vacancy announcement allows this office to accept applications on a year round basis and eligible qualified applicants are placed in the Applicant Supply File (ASF). Applications that are complete in accordance with the outlined application procedures will be referred to fill any current and/or future vacancies.
- Regular Full-Time or Temporary Full-time and Part-time Position(s). (non-exempt)
- Applicant must be at least eighteen (18) years of age.
- Applicant must have a valid driver's license. Applicant must have a safe driving record. Safe driving record is defined as no more than three (3) serious moving violations and no convictions for DUI within the past five (5) years. Applicant will subject to a five (5) motor vehicle records check. **Failure to reveal driving record may be grounds for not hiring or termination after hire.**
- Applicant must complete a Health Improvement Patient Portability Act (HIPPA) training within thirty (30) days of employment.
- Applicant must complete a Customer Service Training within ninety (90) days of employment.
- Applicant must successfully complete a Defensive Driving Course within ninety (90) days of employment.
- Applicant must successfully complete National Incident Management System (NIMS) Certification IC-700, 800, 100, and 200 within ninety (90) days of employment.
- Applicant must not have had any Disciplinary Measures with any Base Hospital and/or Arizona Department of Health Services – Bureau of EMS for the past three (3) years.
- Employment as an EMT is contingent upon approval of the Medical Director and/or Emergency Medical Services Coordinator.
- Work requirements: Applicant must attend the required hours of annual training required to maintain certifications of an Emergency Medical Technician (EMT).
- Work requirements: Applicant is required to work rotating shift, weekends, holidays and overtime if necessary. Must be able to work at assigned stations, including duty station rotations. Work schedule will vary and will require applicant to work up to twenty-four (24) hours per shift.

- Physical Fitness Level for Arduous duty: Arduous duties involve fieldwork requiring above-average physical strength, endurance, stamina and superior conditioning. The duties will include demand for extraordinarily strenuous activities with the ability to lift, carry and balance at least 100 pounds (250 pounds with assistance) and the ability to push and pull objects that weigh more than 50 pounds. Requirements include repeatedly walking, running, climbing, hiking, jumping, twisting, bending, lifting and kneeling in uncomfortable positions throughout their shift work.
- Motor Skills required for duty: Skills involve fieldwork requiring the ability to perform the precise work the job involves such as but not limited to making small movements with their fingers, holding their arms and hands steady. Good eyesight for driving and for visually monitoring patients, checking pupils, and reading medication labels. Duties also include good coordination to climb stairs, retrieve equipment and carry patients. The ability to move around and perform tasks in small areas such as an ambulance. The duties will also include good hearing is crucial to listen for monitor alarms, emergency signals, and radio transmission.
- Strong Mental and Critical Thinking skills required for duty: Requires possessing good memory which enables the applicant to remember treatment protocols and how they worked on specific cases. Duties include the ability to focus without interruption for an hour or more, particularly in surroundings with many distractions. Critical thinking skills such as logic, judgement and reasoning are essential, must know how to apply proper care procedures to treat various medical problems.
- Applicant will be subject to and must pass a background investigation with a favorable determination. The results of a background check shall only be used for the purpose of determining an individual's suitability for employment. Applicants who provide false or misleading information in their application or authorization may be eliminated from any further consideration. **Note: Applicants must meet this requirement by completing Item No. 15, on the Application for Employment.**
- Applicant **must** complete a "Child Care & Indian Child Care Worker Position" form to determine your suitability for tribal employment, to authorize a background investigation, and to certify the accuracy of all information in your application. Under P.L. 101-630 Indian Child Protection Act, anyone who answers in the affirmative will be found ineligible and unsuitable for employment with the San Carlos Apache Tribe. **If you make a false statement in any part of your application, you may not be hired or you may be terminated after you begin work.**
- In accordance with the San Carlos Apache Tribe Drug and Alcohol Policy, all potential employees will be tested for the presence of controlled substances as part of the pre-employment selection process. Applicants who fail to pass the drug test will be ineligible for employment and may not reapply for twelve (12) months thereafter. This policy has been adopted to provide drug-free work sites and to prohibit working while under the influence of alcohol.

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## **DUTIES AND RESPONSIBILITIES:**

As an Emergency Medical Technician under the immediate supervision of the Shift Supervisor and Management of EMS Program Manager and when involved in patient pre-hospital treatment or transport, under the directives of the Base Hospital, the Emergency Medical Technician renders First Aid, Basic Life Support and screen and clearly describe patient symptoms, vital signs, etc. Use emergency medical service radio or telephone, does heavy patient lifting, works long hours and variable shifts at assigned stations, including duty station rotations. Review the ambulance "check list" at the beginning of each shift to make sure necessary supplies and equipment are all aboard. Shall stock the ambulance with needed supplies and keeps it clean and performs related duties as assigned. Is responsible for transporting all referral patients to and from various hospital facilities as assigned. Document time frame, medical history, patient information, mileage of transport, supply and equipment used etc., of medical encounters. Respond to calls for emergency medical services, provide services during emergency and/or rescue operations in accordance with protocols established by base hospital. Shall evaluate injuries and mental status, dress wounds, immobilize fractures, take vital signs, obtain medical history, treat patients at scene and/or stabilize and prepare patients for transport to medical facilities. Communicate information to hospital, triage multiple patients, ensures safety for EMS scenes. Prepare and maintain activity records, providing pertinent information to departmental personnel on following shift, review activity reports from previous shift and confer with personnel and when necessary, organize and maintain departmental files. Participate in public education programs with the community to promote public safety and health, attends staff meetings and travel to training sessions. Shall participate in accomplishing organizational, departmental and workgroup goals and objectives. Attend in-service classes in emergency medical services and related duties to ensure that the minimum standards are met. Perform minor maintenance on department building and station grounds. Station duties include keeping facilities clean inside and outside, maintain and clean cooking area, keep yard clean of weeds, grass trimmed and watered as needed. Perform other related duties as assigned.

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## **QUALIFICATION REQUIREMENTS:**

Basic Requirements:

High School Graduation or Equivalent. High school graduation or equivalent means the applicant has received a high school diploma, General Education Development (GED) equivalency certificate or proficiency certificate from a State or territorial-level Board of Department of Education.

In addition to meeting the basic requirements above, candidates must possess Arizona Certification as Basic Emergency Medical Technician and a Health Care Provider/BLS Provider Certification.

Physical Requirement: Must be in good physical condition to lift up to fifty (50) pounds without assistance and two hundred (200) pounds with assistance.

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**EVALUATION METHOD AND RANKING FACTORS:** Evaluation will be made of the extent to which experience, education, training, self-development, and/or awards demonstrate that basically qualified candidates possess the Ranking Factors-Knowledge, Skills and Abilities (KSA) described below.

