

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
#24-009	October 2, 2023	Open Continuous
POSITION TITLE AND DEPARTMENT	SALARY	
Paramedic 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 twenty-one (21) 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) year motor vehicle records check. **Failure to reveal driving records may be grounds for not hiring or termination after hire.**
- Applicant must pass a Motor Vehicle Division Medical and Vision Screening within ninety (90) days of employment.
- Applicant must successfully complete a Defensive Driving Course within ninety (90) days of employment.
- Applicant must successfully complete Customer Service Training within ninety (90) days of employment.
- Applicant must successfully complete a National Incident Management System (NIMS) Certification IC-700, 800, 100, and 200 within ninety (90) days of hire.
- Applicant must complete a Health Improvement Patient Portability Act (HIPPA) training within thirty (30) days of employment.
- Work requirements: Applicant must attend the required hours of annual training required to maintain certifications of a Paramedic.
- Work requirements: Applicant is required to work rotating shifts, 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, judgment and reasoning are essential, must know how to apply proper care procedures to treat various medical problems.
- Employment as a Paramedic is contingent upon approval of the Medical Director and/or the Emergency Medical Services Coordinator.
- Must not have had any Disciplinary Measures with any Base Hospital and/or Arizona Department of Health Services – Bureau of EMS within the past three (3) years.
- 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.

DUTIES AND RESPONSIBILITIES:

As a Paramedic under the supervision of the Shift Supervisor, the Paramedic performs emergency response work to protect life and EMS activities often performed under conditions which require strenuous physical exertion. The Paramedic must comply with the Standing Orders and the rules and regulations of the Arizona Department of Health Services Red Book when encountering and caring for critically ill or injured patients which comply with the scope of training and practice for Paramedics as established by the Arizona Department of Health Services through its Office of Emergency Medical Services and comply with applicable statutes and regulations. The Paramedic insures that all medications used in the field are charged to the patient the medications was ordered for and monitor, verify and record the contents of a drug box. Respond to calls for emergency medical services, provide services during emergency and/or rescue operations in accordance with protocols established by base hospital, 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, assure safety for EMS scenes. The Paramedic shall perform heavy patient lifting as necessary. Responsible for transporting all referral patients to and from various hospital facilities as assigned. Documents time frame, medical history, patient information, mileage of transport and supply and equipment used etc., of medical encounters. Participate in public education programs with the community to promote public safety and health, attend staff meetings and travel to training sessions. Participate in accomplishing organizational, departmental and workgroup goals and objectives. Exhibits a professional and service orientation and productive working relationship towards customers. Prepare and maintain activity records, provide 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. Inspect assigned emergency response units and equipment daily to ensure efficient operating conditions and readiness, clean and maintain equipment after completion of emergency response operations. Maintain facilities and cooking area, keep yard clean of weeds, grass trimmed and watered as needed. Attend and participate in training sessions and in ongoing physical training activities. Attend in-service classes in emergency medical services to ensure that the minimum standards are met. Perform other related duties as assigned.

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 a valid Arizona State Certification of a Paramedic, a Health Care Provider Certification/ BLS Provider and an Advance Life Support (ACLS) 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.

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)

