

JOB ANNOUNCEMENT

POSITION: Emergency Medical Services Director

PROGRAM: Emergency Medical Services

ACCOUNT CODE: 20-3000-9022-6000

SUPERVISOR: Clinical Director

SALARY RANGE: \$ 87,422.40/annually (Grade: 32, Step 01)

CLASSIFICATION: Exempt

LOCATION: Owyhee, Nevada

OPENS: December 30, 2025

CLOSES: Open Until Filled

SPECIFICATIONS: All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) **Please attach all required documentation as specified in the Job Announcement. Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (l) of the Title VII of the Civil Rights Act of 1964, as amended.

The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES. In accordance with Shoshone-Paiute Tribes' Resolution No. 95-SPR-

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SPECIAL CONSIDERATIONS:

This position is subject to random drug testing and a through background check as a condition of employment. This individual has access to sensitive Tribal member personal data and comes into direct contact with children and seniors. This individual works in

patient situations requiring mental alertness and in the course of their employment, regularly comes into contact with children and seniors. This person may operate Tribal vehicles and/or equipment in the course of their employment.

SUPERVISORY CONTROLS:

Administratively, the Emergency Medical Services Director is under the direct supervision of the Clinical Director. The Clinical Director has the option to make worksite assignments and coordinates guidance on complex EMT protocols, policies, procedures and techniques.

SUMMARY OF FUNCTIONS:

Incumbent is a member of the Health Care Administrative Team and may be called to serve as an EMT performing professional duties while functioning as the Emergency Department Director. The candidate will also participate in the development of policies and procedures, and systems to enhance patient care and staff productivity.

The Emergency Department Director independently plans and provides comprehensive EMT care/protocol approved by the current acting Medical Director/Physicians. Difficult or unusual problems may be discussed with the Administrative staff, Clinical Director and/or the Medical Director. Work is subject to review for effectiveness of operations and compliance with legal requirements, protocols and professional standards. Provides direct supervision and evaluations for the Emergency Department Staff.

MAJOR DUTIES & RESPONSIBILITIES:

A. In collaboration with the Tribal Health Administrator and other members of Owyhee Community Health Administrative team, oversees the administrative function of the Ambulance, 911 Dispatch, and the EMT Training Program.

1. Develops and reviews annually departmental policies and procedures in compliance with the guidelines/standards of all applicable associations and/or governing bodies.
2. Ensures staff remains knowledgeable of all policies and procedures relevant to their duties and responsibilities.
3. Develops and reviews annual department goals and objectives and plans for new projects with respect for cost, quality and service.
4. Encourages staff participation in development and planning of department goals and objectives.
5. Anticipates, identifies and works to remove barriers which block the delivery of emergency care.
6. Attends administrative meetings as scheduled.
7. Serves as a role model for all EMS employees and community.
8. Adheres to personnel policies in the recruiting, directing, counseling, and evaluating of staff.
9. Conducts regular management and staff meeting at a minimum of every 2 months.

10. Reviews and authorizes all disciplinary procedures in compliance with applicable policies.
11. Completes performance appraisals within one month of due date.
12. Identifies team developmental opportunities to promote team excellence.
13. Maintains EMS Medical Director contract and communication.

B. Coordinates and directs employees performing care of patients while participating in patient services planning, both of which involve the assessment and evaluation of Adult and Pediatric patient needs; a determination of the EMT procedures and practices to be included; and periodic evaluation of care/treatments and services to ensure that intended results are being achieved.

C. Demonstrates awareness of commitment to the business and fiscal aspects of Owyhee Community Health Center.

- Prepares the annual department budget with input and approval from the Administrative team.
- Demonstrates an understanding of how team performance contributes to the overall business success of the partnership by generating/recommending cost effective initiatives.
- Analyzes budget and productivity reports, explores variance from projected outcome and takes corrective action to remedy variances.
- Identifies trends within the industry/tribal community providing feedback with recommendations for remaining strategically placed within the market.

D. Takes responsibility for improving work processes and eliminating unnecessary activities.

- Ensures supervisors, managers, and staff understand new processes by ensuring in-services and follow up education are available when indicated.
- Oversees the monitoring of the effectiveness of existing processes toward improving quality outcomes.
- Facilitates the development of the measurement of quality outcomes.

E. Actively pursues learning and self development to meet career goals while supporting the Shoshone-Paiute Tribes Mission, Vision, Values and Codes of Conduct.

- Actively seeks input in order to identify value added skills to be developed to enhance performance and relationships.
- Constructively shares knowledge, providing feedback to assist with peer or staff development.
- Anticipates future requirements for maintaining expertise in area and actively seeks education to fulfill those requirements.

- Seeks and takes on new assignments/skills/responsibilities viewing these as growth and development opportunities.
- Develops ongoing quality assurance and improvement programs to identify and report patient outcomes.

F. Develop and implement Hazardous/Disaster protocols and acquire mutual aid contracts with near-by agencies.

EDUCATION & WORK EXPERIENCE REQUIRED:

1. Knowledge of professional EMS care/services principles, practices and procedures, in order to assess patient needs. This assessment also involves consideration of the physical, emotional, spiritual, and socio-cultural aspects of impacting health care services.
2. Knowledge of the health records pre-clinic and in-house aspects of patient care/services, and the ability to accurately and completely document all related clinical data. Maintains HIPAA standards.
3. Knowledge of a variety of general nursing services including specialty clinics, i.e.; prenatal, diabetic, well baby, etc. in order to maintain continuity of care and meet the needs of the patient both in-hospital and pre-hospital.
4. Knowledge of Protocols for pre-clinic care, combined with the ability to update and modify protocols approved by the acting Medical Director.
5. Knowledge of pharmaceuticals and adult and pediatric dosages, in order to recognize their desired therapeutic effects, side effects, and complications of their use.
6. Knowledge of human behavior during stressful situations in order to interact with patients and their families with emotional control, tact, patience, and reliability, when instituting patient care/services.
7. Knowledge of availability and use of resources for in-hospital and pre-hospital care and referral services. Ability to communicate with Owyhee administrative team to become familiar with tribal referral services and resources.
8. Ability to obtain EMT, with EMT-A preferred skill in operating specialized medical equipment including oxygen and cardiac monitoring devices, suction machinery, ECG machine, O2/respiratory equipment, etc.
9. Ability to develop or participate in developing, a 911 dispatch service to enhance communication and staff the facility with 911 Emergency Medical Dispatch trained employees with preference on hiring within the community.
10. Ability to provide a guidance and leadership to other EMTs and 911 dispatch personnel.
11. Must obtain an active EMT (EMT-A preferred) license and instructorships in PALS, ACLS, and BLS.
12. Must show a track record of EMT students performing successfully under your instruction as evidenced by the students becoming licensed/employed EMTs.
13. National recognition as an EMS instructor preferred.

HIPAA:

The HIPAA Act of 1974 mandates that the incumbent shall maintain complete confidentiality of all administrative, medical and personnel records and all other pertinent information that comes to his/her attention or knowledge. The privacy act carries both civil and criminal penalties for unlawful disclosure of records. Violation of such confidentiality shall be cause for adverse action.

Scope of review/parameters for HIPAA compliance by scope of work: requires access to the entire patient medical record, specifically the health summary, labs, consultation reports, demographic data and immunization records. Requires RPMS access to order charts, medication profiles, enter group PCCs, Lab tests, etc.

GUIDELINES:

Guidelines include provider's orders, standing orders, nursing policies and procedures, facility and agency policies. The Emergency Department Director uses judgment in determining a course of action when a number of options present. For example, a change in an adult or pediatric patient's outcome may warrant either a change in ambulance protocol for better long-term patient outcomes.

PHYSICAL DEMANDS:

Work requires walking, standing, bending, and some lifting in order to assist patients out of wheelchairs, and onto or off exam tables, stretchers, beds or cribs.

WORK ENVIRONMENT:

Work is performed in a clinic/office environment, where there is exposure to contagious disease. Some degree of risk is involved with working with emotionally disturbed and or/inebriated patients.