

JOB ANNOUNCEMENT

POSITION: **Intermittent Ambulance Driver & Attendant FT**
SALARY: **\$20.67 Grade: 13 Step: 11**
SUPERVISOR: **EMS Director**
DEPARTMENT: **Emergency Medical Services**
CLASSIFICATION: **Non-Exempt**
LOCATION: **Owyhee, NV**

OPENS: May 2, 2023

CLOSES: June 1, 2023

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.

All Interview notifications will be made by certified mail. It is your responsibility to notify HR if your mailing address and/or phone number changes.

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-135

SPECIAL CONSIDERATION: Because of the sensitive and trusted nature of this position, the Ambulance Driver is subject to initial, for cause, and suspicion less (random) drug/alcohol testing. The position will have access to confidential medical records and patient information. Any violation of patient confidentiality, HIPPA requirements, or failure of a urine drug screen could constitute grounds for immediate disciplinary action, up to and including dismissal. Incumbent must be able to remain calm in high-stress situations and ability to use good judgment. This person operates Tribal vehicles and/or equipment in the course of their employment. On call back to report for duty as scheduled.

SUMMARY OF FUNCTIONS:

Serves as Ambulance Driver and is responsible for the ambulance and its passengers. The Ambulance Driver performs various patient care activities in the pre-hospital setting in accordance with all rules and regulations set forth by Owyhee Community Health Facility and Nevada State Emergency Medical Services.

MAJOR DUTIES:

1. As Ambulance Driver/Attendant, performs the following typical but not all-inclusive duties:
 - a. Drive ambulances or assist ambulance drivers in transporting sick, injured, or convalescent persons.
 - b. Remove and replace soiled linens and equipment in order to maintain sanitary conditions.
 - c. Place patients on gurneys and load into ambulances; usually with assistance from other attendants.
 - d. Accompany and assist emergency medical technicians (EMT's) on calls.
 - e. Earn and maintain appropriate certifications.
 - f. Replace supplies and disposable items on ambulances.
 - g. Report facts concerning accidents or emergencies to EMS Director and/or law enforcement officials.
 - h. Administer first aid such as bandaging and splinting.
 - i. Performs complete vehicle inspections
2. Successfully completes the Coaching the Emergency Vehicle Operator's III – Ambulance Course through the *National Safety Council* ®.
3. Performs other duties as assigned.

ESSENTIAL FUNCTIONS:

1. The Ambulance Driver will function as a member of a team. Receives call from dispatcher, responds verbally to emergency calls, reads maps, drive ambulance to emergency site, use most expeditious route, and observes traffic ordinances and regulations. Upon arrival at the scene, insure the vehicle is parked in safe location; perform scene size-up to determine scene safety.
2. Assists in lifting, carrying, and transporting patients to ambulance and onto a medical exam gurney. Reassures patients and bystanders, avoids mishandling patient and undue haste, and searches for medical identification emblem to aid in care. Radios dispatcher for additional assistance or services.
3. Complies with regulations in handling deceased, notifies authorities, and arranges for protection of property and evidence at scene. Determines appropriate facility to which patient will be transported. Assist in removing patient from ambulance and into emergency facility.
4. Replaces supplies, checks all equipment for future readiness, maintains ambulance in operable condition, ensures ambulance cleanliness and orderliness of equipment and supplies, decontaminates vehicle interior, determines vehicle readiness by checking oil, fuel, radiator, and tire pressure, maintains familiarity with all specialized equipment. Attends EMT basic program as required by Shoshone-Paiute Tribes EMS within two (2) years from the date of hire. OCHF – EMS will assist with payment of required training through GBC or other state approved courses.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent.
- Must be at least 21 years old.
- Possess a valid Nevada or Idaho Driver's license.
- Become EMT-Basic Certified within 2 years.

SCOPE AND EFFECT:

Incumbent is under the immediate supervision of the EMS Director, with guidance from Medical Control/Medical Director, and the Associate Tribal Health Administrator.

HIPAA PRIVACY ACT-(SIGNIFICANT FACTS): The Privacy 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. Violations of such confidentiality shall be cause for adverse action.

Scope of Review/Parameters for HIPAA Compliance by Designated Standard of Work:

I. Review/Access of Patient Chart pertaining solely to Laboratory results and quality assurance studies.

II. Review/Access of Patient Registration-(View only); cannot change or alter, solely for the purpose of performing laboratory duties.

OTHER FACTORS:

- Current Professional/Healthcare Provider CPR card.
- First Aid Certified.
- Coaching the Emergency Vehicle Operator's III Ambulance Course (EVOC)

PHYSICAL DEMANDS:

Ability to lift to a height of 33 inches, carry and balance a minimum of 125 pounds (250 with assistance). Ability to bend, stoop, and crawl on uneven terrain. The ability to withstand varied conditions such as extreme heat, cold, and moisture. Ability to work in low light, confined spaces and other dangerous environments.

WORK ENVIRONMENT:

The incumbent must be able to respond to emergencies where work is performed in cold, windy weather. Drive on highways during unfavorable weather conditions, such as snow and must use great caution in the safety of the patient(s), and fellow EMTs. Works with fellow EMTs on call for 24-hour and may be required to take call for up to 120 hours, providing EMS services 24/7. Monitoring radio, pager, and telephone for emergency callback, and to answer radio checks. Must be available to pull call on short notice as needed.

- Work is performed where there is exposure to contagious disease. Some degree of risk is involved while working with emotionally disturbed and/or inebriated patients.