



**PUEBLO OF ISLETA  
HUMAN RESOURCES DEPARTMENT  
P.O. BOX 1270, ISLETA, NM 87022  
PH. # 505.766.6623 FAX # 505.869.2812  
E-Mail Address: poi70104@isletapueblo.com**

**JOB ANNOUNCEMENT**

**POSTING DATE: 10/23/09  
POSTING DATE ENDING: Until Filled  
(POSTED IN AND OUT)**

**TITLE: EMT-INTERMEDIATE**

**LOCATION: EMS PROGRAM**

**NO. OF POSITIONS: 1**

**POSITION #S : 26308 POSTING #: 059**

**STATUS: NON-EXEMPT**

**GRADE: H SALARY: \$9.90**

**DESCRIPTION OF WORK**

**General Statement of Duties:** Responsible to function as a licensed EMT Intermediate and performs other healthcare duties on a daily basis.

**Supervision Received:** The EMT Intermediate works under the immediate supervision of the EMS Program Director and Shift Supervisor and follows the Chain of Command.

**Supervision Exercised:** None.

**DUTIES AND RESPONSIBILITIES:**

1. Shift activities to include, but not limited to, emergency vehicle checks for operational readiness (fluid levels, tires, belts, hoses, communications and electrical equipment), patient care equipment and supplies, general housekeeping, and preventive maintenance, physical training, individual study for EMS subjects, and EMS skills review per shift.
2. Emergency vehicle use to include safe and expeditious response to medical or trauma emergencies within service or mutual-aid area, emergent and non-emergent transport of patients to health care facilities, and the transport of the deceased.
3. Initiate emergency medical care procedures when required. These procedures will adhere to standard operating procedures and training guidelines set forth by the EMS Program Director and the EMS Medical Director. Activities may include: to recognize emergent situations, scene

- assessment, triage, incident command, hazard assessment, extrication of patients, wilderness rescue, helicopter ground operations and hazardous materials operations.
4. Perform Intermediate Emergency Medical Life Support Care to include: the EMT-Basic and Intermediate scope of practice, vital signs (pulse, blood pressure respiratory rate, blood glucose level and pulse oximeter) patient assessment, Cardiopulmonary Resuscitation, use of airway adjuncts, oxygen, control bleeding, wound care, spinal immobilization splinting cardiac monitoring, intravenous puncture, EMT-Intermediate approved medication, narcotics, and inhalation therapy; recognition of multi-systems trauma, medical and environmental emergencies, assist in childbirth, and psychological crisis intervention.
  5. Will be required to physically handle safe movement of patients, continue patient care while transporting patients to healthcare facilities, effectively use radio communications equipment, maintain medical report documentation, and must maintain patient confidentiality per HIPPA standards.
  6. Will work in the capacity of an EMS provider and ambulance driver.
  7. Coordinates/assist in Community Injury Prevention activities.
  8. Work closely with mutual-aid agencies.
  9. Attends all-staff meetings regarding EMS information about patients, EMS responses, and quality assurance.
  10. Primary EMS duties include, but are not limited to emergency response, case finding, home visits to evaluate client's physical/mental condition, and community hypertension clinics.
  11. Other EMS duties to include community education programs in injury prevention and selected community health services defined in the intermediate scope of practice such as vaccinations for the community.
  12. Documents all patient care, assessments and all service reports in a timely fashion. Documentation shall be legible and accurate.
  13. Maintains crew vehicles, radios, equipment, supplies and quarters in a state of readiness while on shift.
  14. To act at all times in a professional manner and shall be able to handle conflict situations with good judgment.
  15. Maintains professional appearance of the approved uniform and maintains hygienic and grooming standards.
  16. Other job related duties as assigned.

**EDUCATIONAL REQUIREMENTS AND EXPERIENCE REQUIREMENTS:**

1. Preferred one (1) year experience in a position related to EMS. Medical related college credits may be substituted for experience.

**NECESSARY SPECIAL REQUIREMENTS:**

1. Current EMT-I license, which must remain active while employed by the Pueblo of Isleta, EMS Program.
2. Current American Heart Association CPR certification, which must remain active while employed by the Pueblo of Isleta, EMS Program.
3. Ability to communicate effectively, orally and in writing.
4. Must have a clean driving record and valid Class D, New Mexico driver's license, which must remain valid while employed with the Pueblo of Isleta.
5. Defensive driving certification required.
6. Must pass the Department of Transportation medical physical.
7. Must submit to and successfully pass a thorough background investigation.
8. Must be sensitive to Indian cultural values.
9. Must follow the principle of confidentiality regarding patients.

10. Must be punctual and ready for assigned shift.

**WORKING CONDITIONS:**

1. Work will include shift work, weekends, holidays, and special events.
2. Work involves indoor and outdoor environments that include home, clinics, hospitals, streets and highways, wilderness, vehicles involved in accidents, and in back of ambulance.
3. Work includes being exposed to infectious diseases, environmental elements, hazardous materials and other hazards found on emergency scenes, which require adherence to safety precautions.
4. Work includes being exposed to intermittent high noise levels, such as sirens, engines and loud voices.
5. Work requires moderate to extreme physical activity, including heavy lifting, pushing, pulling, crawling, kneeling, climbing, crouching, with upper and lower extremities, including hands and feet and must be able to bend and rotate waist and remain in a prone position during emergency situations. Must have the ability to grasp and manipulate objects with hands, perform finger dexterity movements, accurate eye-hand coordination and bilateral coordination.
6. Work requires the ability to stand or walk for extended periods of time.
7. Work requires the use of emergency medical equipment and devices, office equipment and computer data entry.
8. Work requires dexterity and may occur in cramped areas and uncomfortable positions.

BACKGROUND CHECKS ARE ROUTINELY CONDUCTED ON PROSPECTIVE EMPLOYEES IN ORDER TO CERTIFY COMPLIANCE WITH MINIMUM BACKGROUND STANDARDS ESTABLISHED BY THE PUEBLO OF ISLETA.

SUBMIT APPLICATION/RESUME TO HUMAN RESOURCE DEPARTMENT, LOCATED IN THE GOVERNOR'S OFFICE OR MAIL TO HUMAN RESOURCE DEPARTMENT, PUEBLO OF ISLETA, P.O. BOX 1270, ISLETA, NM 87022

THE PUEBLO OF ISLETA IS A DRUG-FREE WORKPLACE

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