VACANCY ANNOUNCEMENT

POSTING NO: 063-17 OPENING DATE: 05/26/2017
CLOSING DATE: 06/09/2017 POSTED: IN AND OUT

POSITION: EMS Manager
PAY GRADE: E7 ($45,588.00-$55,845.00 annum)
FLSA STATUS: Exempt
DEPARTMENT: Health-EMS
REPORTS TO: CEO, Health Clinic

EMS Manager

This position is located at the Pueblo of Isleta Health Clinic, EMS Program. Achieves the Emergency Medical Services Program goals and objectives by planning, directing, monitoring and evaluating the daily operation of all departmental functions and staff. Responds to emergency and non-emergency situations including: fire, medical, accident, and rescue situations. Performs basic, intermediate and advanced levels of emergency medical care to sick or injured persons under the scope of a licensed paramedic.

Minimum Qualifications/Requirements:

- High School Diploma/GED
- EMT Paramedic License
- Five (5) years of progressively responsible emergency medical services experience
- CPR Instructor Certification
- Advance Care Life Support Certification
- Pediatric Advance Care Life Support
- Defensive Driving Certification
- Valid New Mexico driver’s license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.

Knowledge, Skill and Ability Requirements: Describe how you obtained these Knowledge’s, Skills and Abilities

- Knowledge of effective principles and practices of management and supervision
- Knowledge of equipment and supplies employed in the emergency care of patients
- Skill in supervising, training, and evaluating assigned staff
- Skill in preparing, reviewing, and analyzing operational and financial reports
- Skill in budget preparation and administration
- Ability to communicate efficiently and effectively both verbally and in writing
- Ability to assess situations and take appropriate course of actions under extremely stressful and hazardous circumstances
- Ability to maintain confidentiality
• Ability to respect cultural and traditional Native American beliefs
• Ability to effectively use radio communication equipment
• Ability to recognize multi-systems trauma, environmental emergencies

Other Requirements:
Individual selected is subject to the following:
• Must be able to pass a TB screening
• Satisfactorily pass a background investigation, with NO prior convictions of any felonies
• Must comply with the Pueblo of Isleta Drug Free Workplace policies
• Must have fingerprinting completed prior to employment

PREFERENCE: Tribal preference and Native American Indian preference applies to all Pueblo of Isleta positions.