

**MAKAH TRIBE
POSITION DESCRIPTION**

JOB TITLE: (2) EMS Technician

EXEMPT: No	JOB CODE: 4-TS T4
TARGET SALARY: \$12.33 to \$14.50/DOQ	SHIFT: Full Time Flex
PROGRAM: Public Safety	LOCATION: Ambulance Bldg
REPORTS TO: Coordinator (EMS)	

SUMMARY: Assist Coordinator to provide emergency medical services to the community. Provide continuing education for EMS personnel and recruiting of volunteer EMS personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following: Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Maintain the necessary forms and reports between the Makah Ambulance Service and Washington Department of Social and Health Services.

Maintain the required continuing education classes to be conducted in order to maintain the established quality of care provided by the Makah Ambulance Service.

Assist in the education in first aid/ CPR classes as needed to the Makah Tribal Organization and community.

Perform home visits and charting per Medical Provider order as requested: this may include fragile, diabetic, hospice, etc. Develop medication reconciliation as necessary, home safety and fall risk assessments.

Conduct preventative screenings, e.g. blood pressure, blood sugar, etc.

Work with other staff and providers to identify unmet health needs, safety risks, health problems and deficiencies with individual clients in the community.

Assist with families in obtaining health and social services when needed.

Assist in all maintenance requirements of emergency vehicles. Maintain and report vehicle mileage in a timely manner to appropriate department.

Prepare weekly and monthly summary reports as required.

Maintain and or oversee all maintenance requirements of ambulance building to provide a clean and safe environment.

Maintain stock and proper storage of O₂ tanks.

Maintain fully stocked emergency vehicles; this includes a running inventory of all equipment and supplies; purchase of replacement supplies and equipment as needed.

Report vehicle deficiencies as needed.

Conduct thorough cleaning and disinfection of ambulance and equipment as needed.

Respond to emergency calls.

Maintains record of correspondence and action documents and follow-up on work in progress to ensure deadline date will be met.

Pickup, open and route incoming mail and prepares outgoing mail and deliver to appropriate location.

Participate in future EMS based programs such as community paramedicine program and other preventative programs as developed

QUALIFICATIONS REQUIREMENTS:

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED).

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public, in a courteous, professional manner, using tact and diplomacy.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, and proportions, and percentages, area, circumference, and volume.

REASONING ABILITY:

Ability to define problems collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must have a valid Washington State Drivers license and insurable. May be required to drive a Tribal GSA vehicle to perform job duties. If so, a driving history/background check will be conducted on the applicant.

This position is classified as a sensitive Tribal position. Therefore, applicant must authorize a background investigation in order to be considered for an interview.

Must have a current EMT certification or the ability to obtain one within 6 months of being hired and required to maintain certification.

OTHER SKILLS AND ABILITIES:

Must have excellent computer skills, in order to perform various word processing, spreadsheets, and perform documentation in an electronic health record program (EHR).

Knowledge of English, grammar, spelling, punctuation, and variety of letter and report format in order to prepare correspondence and reports.

Knowledge of standard filing systems in order to prepare, file, and retrieve various documents efficiently.

Knowledge of tribal procedures and ability to perform work and accomplish tasks in accordance established policies and procedures, practices and priorities, of the office. This includes the ability to plan and organize work using one's own initiative and to seek information and assistance from other sources as necessary.

Knowledge and complete understanding of HIPAA & Privacy Act as required as use of patient records and is an integral part of the position and privacy of individuals files must be protected to the fullest.

Ability to effectively interact with all levels of diverse work-force and clientele via telephone and personal contact, maintaining a courteous, helpful and effective manner, and contribute to a positive work environment.

Ability to function effectively under pressure of time and/or demands of several tasks at once by effectively planning, organizing, and prioritizing work to meet deadlines, and ensure accuracy in completing work.

Ability to express oneself clearly, orally and in writing.

Ability to write program reports as required, i.e., daily, monthly, quarterly, year end.

Ability to maintain strict confidentiality of records and information pertinent to the nature of work.

Ability to travel as deemed necessary to maintain cooperation between local, county, and state agencies.

Must submit to and clear a pre-employment alcohol and drug test and random testing, in accordance with the Drug and Alcohol-Free Workplace Act of 2002.

PHYSICAL DEMANDS:

The work involves standing, bending, and walking within all environments. Ability to drive a vehicle in all types of weather. Ability to lift and carry in all types of setting. Ability to occasionally lift 100 pounds.

WORK ENVIRONMENT:

The noise level in the work environment is usually moderate.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work may include a certain amount of exposure to hostile and emotionally disturbed patients, families, and visitors.

SPECIAL WORK SCHEDULE:

This is a full-time Flex position, it is not a 8:00 a.m. to 5:00 p.m. Monday - Friday, it will work shifts, evenings and weekends, holidays as well as some weekday hours, schedule to be determined by the Coordinator (EMS).

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCESS:

Submit a Tribal Application for this position with supporting documentation to:

Makah Tribal Council
Human Resources
P.O. Box 115
71 Makah Bay Drive
Neah Bay, WA 98357
Fax: (360) 645-3123

OPEN: January 13, 2020
CLOSE: January 27, 2020

E-mail: katherine.thompson@makah.com

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.