



**TULE RIVER INDIAN HEALTH CENTER, INC.  
(TRIHCI)**

**PO BOX 768 • PORTERVILLE, CA 93258**

**PHONE: (559) 784-2316 • FAX: (559) 791-2585**

**INTERNAL/ EXTERNAL JOB POSTING**

<b>POSITION:</b>	<b>EMERGENCY MEDICAL TECHNICIAN (EMT)</b>
<b>POSTING DATE:</b>	<b>JULY 29, 2019</b>
<b>CLOSING DATE:</b>	<b>OPEN UNTIL FILLED</b>
<b>NUMBER OF OPENINGS:</b>	<b>1</b>
<b>RATE:</b>	<b>\$13.30/ HOUR</b>
<b>STATUS:</b>	<b>FULL-TIME/ HOURLY, NON-EXEMPT</b>

**IN ORDER TO BE CONSIDERED FOR THE OPEN POSITION, A COMPLETED APPLICATION MUST BE SUBMITTED BY THE CLOSING DATE STATED ABOVE.**

**TO OBTAIN A COPY OF THE JOB DESCRIPTION AND JOB APPLICATION, PLEASE VISIT  
[WWW.TRIHCI.ORG](http://WWW.TRIHCI.ORG)**

**PLEASE SEND COMPLETED APPLICATIONS TO [HUMAN.RESOURCES@CRIHB.ORG](mailto:HUMAN.RESOURCES@CRIHB.ORG)**

IN ACCORDANCE WITH INDIAN PREFERENCE STATUTES DEFINED IN USC TITLE 25, SECTION 472, PREFERENCE IN FILLING VACANCIES AT TRIHCI WILL BE GIVEN TO QUALIFIED INDIAN CANDIDATES WHO SUCCESSFULLY VERIFY THEIR ELIGIBILITY (BIA FORM 4432, A CERTIFICATE OF INDIAN BLOOD, OR OTHER DOCUMENTATION MAY BE REQUIRED). WITHIN THE SCOPE OF INDIAN PREFERENCE LAWS, TRIHCI DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, OR ANY OTHER CHARACTERISTIC PROTECTED BY LAW IN MAKING EMPLOYMENT DECISIONS OR PROVIDING SERVICES.



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**POSITION DESCRIPTION  
EMERGENCY MEDICAL TECHNICIAN (EMT)**

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**Reports To:** Ambulance Field Supervisor  
**FLSA Status:** Full-Time, Non- Exempt  
**Revision Date:** March 7, 2018

**Prepared By:** Human Resources  
**Salary Grade:** \$13.00-14.16/hour  
**Board Approval:** July 5, 2018

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**POSITION SUMMARY:**

Working closely with Paramedics, the EMT will provide appropriate, efficient and timely prehospital basic life support care and transportation of the sick and injured community members located on the Tule River Indian Reservation in accordance with local, state and Tule River Indian Health Center, Inc.'s standard of care.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Administer first-aid treatment and life-support care to sick or injured persons in pre-hospital setting.
2. Operate equipment such as EKG, external defibrillator and bag-valve mask resuscitator in advanced life-support environments.
3. Perform or assist in the initial assessment and management of illness or injury to emergency patients in accordance with specified protocol and procedures.
4. Assess nature and extent of illness or injury to establish and prioritize medical procedures.
5. Maintain vehicles and medical and communication equipment and replenish first-aid equipment and supplies.
6. Observe, record and report to physician the patient's condition or injury, the treatment provided and reactions to drugs and treatment.
7. Perform emergency diagnostic and treatment procedures, such as suctioning, airway management, vital sign monitoring and AED use during ambulance transport.
8. Coordinate work with other emergency medical team members and police and fire department personnel.
9. Communicate with dispatchers and treatment center personnel to provide information about situation, to arrange reception of victims and to receive instructions for further treatment.
10. Prepare or assist in the preparation of patients for transport, ensuring compliance with emergency medical transport regulations, protocols and procedures.
11. Follow established departmental policies, procedures and objectives, continuous quality improvement objectives, and safety, environmental and/or infection control standards.
12. Inspect emergency medical equipment to ensure serviceability and compliance with safety and infection control regulations and standards.
13. Complete and transfer patient care information and records as per established procedures.
14. Comfort and reassure patients.
15. Perform miscellaneous job-related duties as assigned.
16. Drive emergency vehicles in stressful situations.
17. Performs other duties as assigned.

**Qualifications:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed here are representative of the knowledge, skills, and/or abilities required. In accordance with the Americans with Disabilities Act (ADA), reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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**KNOWLEDGE, SKILLS AND ABILITIES:**

1. Ability to maintain quality, safety, and/or infection control standards.
2. Knowledge of and skill in the application of basic on-site emergency medical protocol and procedures.
3. Records maintenance skills.
4. Knowledge of the use of emergency medical transport procedures, facilities, and equipment.
5. Ability to react calmly and effectively in emergency situations.
6. Knowledge of related accreditation and certification requirements.
7. Ability to perform standardized emergency patient care activities within established protocol.
8. Ability to provide guidance and support to other EMT staff.
9. Knowledge of emergency medical equipment maintenance regulations and policy standards.

**EDUCATION AND/OR EXPERIENCE**

1. High school diploma or general education degree (GED);
2. Prefer at least 3 years of pre-hospital EMS experience.

**CERTIFICATES, LICENSES, REGISTRATIONS**

1. Valid & current CCEMSA Emergency Medical Technician.
2. Valid & current California Ambulance Driver Certification.
3. Valid maintenance and periodic renewal of Medical Examiners Certificate.
4. Annual TB clearance.
5. Valid & current Class C California Driver's License.
6. In good standing with State & County EMSA.
7. Valid & current Basic Cardiac Life Support Certification-Provider.

**PREFERRED QUALIFICATIONS AND CONTINGENCIES**

1. Prefer at least 3 years of pre-hospital EMS experience.
2. Must be insurable by vehicle insurance provider.
3. Legible handwriting and ability to use Electronic Health Record.

TRIHCI maintains a drug- and alcohol-free workplace, and all offers of employment are contingent on the successful completion of a criminal background check, a post-offer drug test and physical, and verification of each candidate's right to work in the United States.

Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 25, US Code, Sections 472 & 473). Applicants claiming Indian Preference must submit Indian verification, certified by Tribe of affiliation or other acceptable documentation of Indian heritage.

**PHYSICAL WORK ENVIRONMENT:** The description provided here is representative of those conditions in which the EMT will be required to perform the essential functions of this position. As stated earlier, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this

position.

While performing the duties of this position, the EMT is situated in a standard office environment at the Tule River Indian Health Center as well as in a vehicle to respond to medical emergencies within community; there is little exposure to variations in the weather or other similar elements. The EMT will primarily be stationed at the Tule River Indian Health Center. Consequently, the EMT must:

Walk, frequently, up to 10 hours per day; run, infrequently, 1-2 minutes per day; stand, frequently, up to 10 hours per day; sit, frequently, up to 8 hours per day; kneel, frequently, 10-15 times per day; bend, frequently, 10-15 times per day.

- Must be able to lift, push, pull, carry 250 Lbs. infrequently (1-3 times per shift) with a partner.
- Must be able to lift, push, pull, carry 150 Lbs. frequently (5-10 times per shift) with a partner.
- Must have ability to step up and/ or climb over obstacles.
- Must have adequate hearing acuity to perform job tasks (as delineated in California DMV DL51 medical examination requirements).
- Must have adequate vision (with corrective lenses if needed) to clearly distinguish colors, shapes, distances, etc. (as delineated in California DMV DL51 medical examination requirements).
- Must have adequate hand and finger dexterity to grip and hold both large and small items.
- Must have adequate hand and arm strength to grip and lift heavy objects.
- Must be able to tolerate work in an outdoor environment (heat, cold, rain, etc.).
- Must adequately perform uninterrupted compressions for 2 consecutive minutes.

The clinical setting at TRIHCI is categorized by OSHA as a Blood-borne Pathogen Category I facility. Consequently, there exists the potential for exposure to blood, body fluid/tissue, and infectious wastes. There also exists the potential for exposure to aerosols, chemicals, biologicals, toxicants, and irradiants found on-site.

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**DISCLAIMER:**

*This position description lists the major duties and requirements for the EMT position as established by subject-matter experts and the Human Resources Manager at the time of this document's creation. This position may require additional performance of duties and responsibilities beyond those outlined in this document, and thus may require additional sets of knowledge, skills, and abilities not fully articulated herein.*

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**Employee Affirmation:**

*I have thoroughly read the attached position description for the position of EMT. Any verbal explanations that I have requested concerning the information in this position description have been provided me to my satisfaction. I subsequently affirm that I am qualified to occupy this position with TRIHCI and I agree to perform the duties and responsibilities outlined therein.*

<b>Employee Name (Print)</b>
<b>Employee Signature</b>
<b>Date</b>