



**Spirit Lake Tribe**  
 P.O. Box 359  
 Fort Totten, North Dakota 58335  
[karenj@spiritlakenation.com](mailto:karenj@spiritlakenation.com)

<b>Job Title:</b>	<b>EMR Driver (3 call-ins)</b>	<b>Open Date:</b>	<b>August 9, 2019</b>
<b>SL Program:</b>	<b>EMS</b>	<b>Close Date:</b>	<b>Until Filled</b>

**Position Objective: Act as a member of the Emergency Medical Team assisting EMT in providing patient care and shall be responsible for the safe operations of the ambulance while responding to and from all emergency calls.**

- Major Duties & Responsibilities**
- Work as a member of the EMS Team under the direction of the EMT on duty
  - Operate the ambulance in a safe manner at all times while the ambulance is in operation
  - Assist EMT with patient care as directed by the EMT on duty
  - Conduct vehicle maintenance checks at the beginning of each shift
  - Maintain vehicle logs and report to supervisor
  - Assist with all housekeeping duties on every shift
  - Attend regular and special staff meetings of the Spirit Lake EMS
  - Write reports per supervisor's request
  - Have good knowledge of locations and be able to understand directions from dispatch.



- Qualifications, Experience and education required:**
- Must have a valid North Dakota driver's license with a good driving record
  - Must be a certified Emergency Medical Responder in the State of North Dakota, will train.
  - Must participate in scheduled trainings
  - Maintain compliance with HIPPA laws
  - Ability to lift and move patients up and down stairs and carry at least 150 lbs
  - Ability to pass background investigation and annual physical
  - Must possess good interpersonal communication skills, trip documentation skills, working knowledge of EMS, computer skills, and Emergency Vehicle Operations Course
  - Must be drug and alcohol free and participate in drug/alcohol testing (pre-employment, baseline, and Random)
  - Additional duties as assigned

<b>Job Role:</b>	<b>EMR Driver</b>	<b>Company Industry:</b>	<b>Spirit Lake Tribe</b>
<b>Employment Status:</b>	<b>Call-In</b>	<b>Supervision</b>	<b>EMS Manager</b>

<b>Monthly Salary Range:</b>	13.00 per hour	<b>Manages Others:</b>	No
<b>Number of Vacancies:</b>	3	<b>Classification: Exempt/Non-exempt</b>	
<b>Please Send Application to:</b>			
<b>Name:</b>	Spirit Lake Human Resource Dept	<b>Email:</b>	<a href="mailto:ndemarce@spiritlakenation.com">ndemarce@spiritlakenation.com</a> or <a href="mailto:normar@spiritlakenation.com">normar@spiritlakenation.com</a>
<b>Address:</b>	P.O. Box 97	<b>State</b>	North Dakota
<b>City:</b>	Fort Totten, North Dakota	<b>Zip/Postal Code:</b>	58335
<b>Phone:</b>	701-381-0204 or 701-381-0361	<b>Fax:</b>	701-766-1272
<b>Application Procedure</b>	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.		