



Spirit Lake Tribe
P.O. Box 359
Fort Totten, North Dakota 58335
slthr@spiritlakenation.com

Job Title:

EMT – Advance

Open Date:

07/06/2015

Position Objective: Acts as a member of the Emergency Medical Service Team providing limited Advanced Life Support (ALS) care on the ambulance as prescribed by the Spirit Lake – EMS Standing Order & Protocol

Major Duties & Responsibilities

- Supervise, direct, evaluate staff employees, employee concerns and problems, direct work, discipline, performance evaluation
- Manages daily operations of EMS
- Organize workflow and schedules
- Approve timesheets and leave requests
- Oversee departmental training and quality assurance
- Oversee billing activity and respond to patient billing questions, resolve issues
- Investigate any complaints or incidents
- Coordinates EMS activity with other departments or agencies
- Respond to questions, complaints, inquiries from general public, patients, law enforcement, employees, supervisors
- Evaluate equipment demands and facility needs for the department, inventory, ordering, and maintenance
- Establish priorities for departmental requirements for the fiscal year, prepares and submits annual budget information and monthly expenditures, monitors approved budget and expenditures

Qualifications, Experience and education required:

- Must have a valid North Dakota driver's license
- Have Physician preceptor form completed and obtain ND State EMS License
- Additional certifications are preferred (Extrication, PEARS, PHTLS, etc)
- Ability to pass background investigation and annual physical
- Must possess good interpersonal communication skills, trip documentation skills, working knowledge of EMS, and computer skills
- Participate in Drug Testing (Pre-employment, Baseline, & Random)
- Must possess a current National Registry of Emergency Medical Technician – Advanced certification

- Current CPR card
- Ability to be licensed as an EMT – Advanced in the state of North Dakota

Job Role:	EMS	Company Industry:	Spirit Lake Tribe
Exempt/Non-exempt		Closing Date:	07/20/2015
Employment Status:	Full- time	Supervision	EMS Manager
Monthly Salary Range:	DOQ	Manages Others:	No
Number of Vacancies:			

Please Send Application to:

Name:	Spirit Lake Human Resource Dept	Email:	slthr@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-766-1203 or 701-766-1215	Fax:	701-766-1272

Application Procedure	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.
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