



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

Job Title:	EMS Driver	Open Date:	September 28, 2020
Program:	EMS	Close Date:	Until Filled

Position Objective: Act as a member of the EMS Team and provide ALS care to patients while working within your scope of practice and Standing Order & Protocols.

Major Duties & Responsibilities

- Work as a member of the EMS Team under the direction of the EMT or Paramedic on duty
- Operate the ambulance in a safe manner at all times while the ambulance is in operation
- Assist 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 possess and maintain a current, active and unrestricted ND Driver's license through course of employment, insurable under SLR driving policy.
- Licensed as an Emergency Medical Responder in the State of North Dakota (Preferred but not required)
- Must Obtain Emergency Medical Technician License within two years of hire.
- 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, and computer skills
- Must be drug and alcohol free and participate in drug/alcohol testing (pre-employment, baseline, and Random)
- Additional duties as assigned

Job Role:	EMS Driver	Company Industry:	Spirit Lake Tribe
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Exempt/Non-exempt			
Employment Status:	Call- in	Supervision	EMS Manager
Monthly Salary Range:	DOQ	Manages Others:	No
Number of Vacancies:	1	Classification: Exempt/Non-exempt	

Please Send Application to:

Name:	Spirit Lake Human Resource Dept	Email:	ndemarce@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-381-0204	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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