



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

<b>Job Title:</b>	<b>National Registered Emergency Medical Technician</b>	<b>Open Date:</b>	<b>August 25, 2020</b>
<b>Program:</b>	<b>Emergency Medical Services</b>	<b>Close Date:</b>	<b>Until filled</b>

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

**Major Duties & Responsibilities**

- Respond to all calls with urgency from dispatch via radio, phone, or walk in, be out the door within 1 minute during the day and 3 minutes during night hours(9pm-7am)
- Work as a member of the EMS Team and be able to take Team Lead on calls
- Operate the ambulance in a safe manner
- Monitor communication equipment to maintain contact with dispatch, driver, hospital, Medical Director, on-line medical direction, & other entities.
- Maintain all vehicles, medical, & communication equipment in good working order and cleanliness. Report all findings to EMS Manager
- Maintain and stock all equipment and supplies at the beginning of each shift and following each ambulance run. Notify EMS Manager of supplies needed.
- Complete all Patient Care Reports prior to leaving shift. These must be entered into State program and possess all mandatory signatures and information needed.
- Attend regular and special staff meetings of the Spirit Lake EMS
- Assist and direct all housekeeping duties to maintain a clean working environment
- Administer treatment to any and all persons in need of medical or trauma care, within your scope of practice

**Qualifications, Experience and education required:**

- Must possess a current North Dakota EMT License
- Must possess a current National Registry EMT Certification
- Must Possess and maintain a current, active and unrestricted ND Driver’s License through course of employment, insurable under SLT driving policy.
- Additional certifications are preferred: Auto Extrication, CPR Instructor, EMS Instructor.
- Ability to pass background investigation
- Annual medical evaluation physical by your personal physician and maybe subject to physical for mobility as requested by supervisor.

- Must participate in scheduled trainings
- Maintain compliance with HIPPA laws
- 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>Emergency Medical Technician</b>	<b>Company Industry:</b>	Spirit Lake Tribe EMS
<b>Employment Status:</b>	Full- time	<b>Supervision</b>	EMS Manager
<b>Monthly Salary Range:</b>	DOQ	<b>Manages Others:</b>	
<b>Number of Vacancies:</b>	1	<b>Classification: Exempt/Non-exempt</b>	

**Please Send Application to:**

<b>Name:</b>	Spirit Lake Human Resource Dept	<b>Email:</b>	<a href="mailto:ndemarce@spiritlakenation.com">ndemarce@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	<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.
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