



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

Job Title:	Paramedic	Open Date:	September 23, 2019
SL 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

- 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 Paramedic License
- Must possess a current National Registry Paramedic Certification
- Must have a valid North Dakota Driver’s License with a clear record
- Must have a current Advanced Cardiac Life Support (ACLS)
- Must have a current Pediatric Advanced Life Support (PALS)
- Must have or obtain within 6 months of employment, NRAEMT Pre-Hospital Trauma Life Support (PHTLS).
- Additional certifications are preferred: Neonatal Resuscitation, 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 is 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

Job Role:	Paramedic	Company Industry:	Spirit Lake Tribe EMS
Employment Status:	Full- time	Supervision	EMS Manager
Monthly Salary Range:	17.00-20.00	Manages Others:	Yes
Number of Vacancies:	1 Full time	Classification: Exempt/Non-exempt	

Please Send Application to:

Name:	Spirit Lake Human Resource Dept	Email:	ndemarce@spiritlakenation.com or normar@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-381-0204 or 701-381-0361	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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