



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

Job Title:	EMS Driver	Open Date:	November 9, 2021
SLT Program:	EMS	Close Date:	Until Filled

Position Objective: Entry level position to 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 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, Education, and Experience required:

- Must possess and maintain a current, active and unrestricted ND Driver's License through course of employment, insurable under SLT 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
Employment Status:	Full-time	Supervision	EMS Manager
Monthly Salary Range:	DOQ	Manages Others:	No

Number of Vacancies:	One	Classification: Exempt/Non-exempt	
Please Send Application to:			
Name:	Spirit Lake Human Resource Dept	Email:	karenj@spiritlakenation.com or normar@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten	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.		