



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

Job Title:	Emergency Medical Technician (PT)	Open Date	June 25, 2024
Program:	Emergency Medical Service	Close Date	Until filled

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 a valid ND driver's license and insurable under the SLT's driving guidelines and maintain License throughout course of employment.
- Must Possess and maintain BLS CPR or its equivalent.
- Must Possess or obtain ICS 100, 700, 800 within 90 days of hire.
- Exhibit a high level of personal integrity and ethical conduct
- Must be able to pass background investigation and is required to be fingerprinted.

- 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 follow SLT Alcohol and Drug free policy and participate in drug/alcohol testing and (pre-employment, baseline, and Random)
- Additional duties as assigned

Job Role:	Emergency Medical Technician	Department	Spirit Lake Tribe EMS
Status	Part Time	Supervision	EMS Manager
Grade:	11	Manages Others:	
Number of Vacancies:	1		

Please Send Application to:

Name:	Spirit Lake Human Resource Dept	Email:	mkeo@spiritlakenation.com or TR.Littlewind@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.