



Vacancy Announcement

Public Safety – Acoma Fire & Rescue

Pueblo of Acoma Human Resources Department P.O. Box 348, Acoma, NM 87034 ■ 505-552-6728 ■ www.puebloofacoma.org

JOB TITLE: EMT-Paramedic (Full-Time w/Benefits) PAY RATE: \$DOE

OPENING DATE: September 30, 2021

CLOSING DATE: Open Until Filled

POSITION PURPOSE

Under direct supervision of the Fire Lieutenant, the Paramedic protects the life, property, and natural resources of the Pueblo of Acoma by the delivery of quality medical, fire, and rescue services. Consistently applies the Pueblo's Core Values in support of Workforce Excellence.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

1. Respond to fire alarms, emergency medical services requests, and other emergencies as dispatched.
2. Locate, rescue, and remove victims from dangerous or potentially dangerous situations.
3. Evaluate signs and symptoms of injured person; provide prompt and efficient emergency medical care within scope of responsibility, including advanced life support, invasive care, artificial respiration, and extrication.
4. Administer medication orally or by injection adhering to regulations, protocols, within scope of responsibility and licensure, and/or with medical guidance from physician.
5. Transport patients to appropriate medical facility and report condition/care of patients to medical facility personnel.
6. Transport bodies of deceased persons to mortuaries and / or homes.
7. Control property loss created by fire by removing occupants and belongings, diminishing water damage and conducting proper salvage and overhaul techniques.
8. Create openings in buildings for entry, cross-ventilation and/or roof ventilation.
9. Handle large diameter fire hose used for fire suppression and containment of fire.
10. Drive Program apparatus such as tankers, pumpers, rescue and brush trucks.
11. Maintain appropriate documentation on incidences as required by regulations, policies and procedures. Assures follow-up.
12. Develop required statistical and narrative reports.
13. Complete medical records, drug logs and inspects medication assuring adherence to established protocol. Provides reports to the Lieutenant and/or Captain at the beginning and end of working shift.
14. Ensure the confidentiality of client information in accordance with relevant patient privacy protection laws.
15. Coordinate emergency scenes with other public safety entities utilizing the National Incident Management System (NIMS) and other relevant regulations.
16. Communicate with superior officer or Medical Control Emergency Physician (MCEP) during emergency incidences utilizing portable two-way radios or face to face communications.
17. Develop and maintains positive relations with the community; provides educational and prevention activities on fire and EMS related issues.
18. Maintain program apparatuses, living quarters, fire station, equipment, and grounds, in good condition.
19. Participate in EMS and Fire drills, equipment demonstrations, and training courses in hydraulics, pump operations, and firefighting tactics and strategies.
20. Participate in physical fitness/agility tests per Standard Operating Procedures.
21. Maintain required certification and licensures; maintains/enhances technical knowledge by attending relevant training and workshops.
22. Comply with federal and state mandated physicals and drug/alcohol screening requirements including random testing.
23. Contribute to overall team effort to accomplish tasks and achieve results including long and short-term goals and objectives.
24. Perform other duties as assigned.

MINIMUM QUALIFICATIONS

- Experience:
- Two years field experience
- Education:
- Associate of Applied Science degree in paramedic studies or Certification from an accredited Paramedic Program
- Other:
- Must be 18 years of age or older
 - Current New Mexico Emergency Medical Technician certification
 - CPR and First Aid certification

PREFERRED QUALIFICATIONS

- Firefighter II Certification
- Keres speaking

MANDATORY KNOWLEDGE, SKILLS, AND ABILITIES

- A record of satisfactory performance in all prior employment as evidenced by positive employment references from previous employers
- Knowledge of Pueblo's traditional form of government, cultural, and traditions.
- Knowledge of the functions and structure of the Pueblo of Acoma.
- Knowledge of applicable laws, regulations, and requirements.
- Knowledge of local geography, which includes physical addresses
- Knowledge of applicable standards of care, including equipment functions and uses
- Knowledge of processes, techniques, and equipment used in firefighting and in provision of emergency medical services.
- Knowledge of medical terminology sufficient to carry out essential duties.
- Knowledge of fire behavior and fire suppression principles, methods, techniques, and practices.
- Knowledge of hazardous materials handling and safety and wild land fire techniques and operations.
- Knowledge in working within a Paramilitary Rank Structure; fundamental understanding of the National Incident Management System (NIMS), and Incident Command System (ICS).
- Knowledge of and skill in the use of IV pumps and other medical equipment used in emergency situations.
- Knowledge of relevant client privacy protection laws.
- Knowledge of and skill in proper spelling, grammar, punctuation, and math skills sufficient to carry out essential duties.
- Skill in the development of required statistical and narrative reports.
- Skill in computer use, including Word, Excel, Outlook, and software unique to program.
- Ability to communicate effectively, both verbally and in writing.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to work as a team member in a structured working environment.
- Ability to maintain confidentiality of privileged information; to demonstrate high moral character and self-responsibility.
- Ability to prepare accurate reports and present accurate, and objective oral presentations
- Ability and skill to safely operate tools, apparatus, vehicles, and equipment used in fire suppression, rescue, and medical assistance operations.
- Ability to work extended hours and various work schedules.
- Ability and skill to assess situations and make intelligent and effective decisions in routine situations and/or under extremely stressful and hazardous circumstances.
- Ability to accept the dangers and stresses, regimentation, discipline, and time demands of fire and emergency medical services work.
- Ability to participate in physical fitness/agility tests per Standard Operating Procedures.
- Ability to perform other duties as assigned

INDIAN PREFERENCE

The Pueblo of Acoma has implemented an Indian Preference Policy. It is the policy of the Pueblo of Acoma to give preference to any qualified person who is an enrolled member of a federally recognized Tribe.

The application of Indian Preference is not automatic. Applicants requesting consideration for Indian Preference must provide valid Tribal enrollment documents certifying his/her Indian blood quantum.

Aside from employment preference as provided in this section, the Pueblo of Acoma shall not discriminate because of race, creed, age, sex, color, national origin, religion, sexual orientation, marital status, medical disability or political affiliation.

OTHER

Confidentiality:	All employees must uphold all principles of confidentiality to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination. An employee will be asked to sign a confidentiality statement upon hire.
Background investigation:	This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.
Health Requirement:	All applicants must successfully pass a Physical Health Examination prior to beginning employment.
Driver Check:	Current valid New Mexico Driver's License— Class D and be able to upgrade to Class E within six months of hire and must be insurable through Tribal Automotive Insurance Carrier.
Drug screening:	All applicants must successfully pass a pre-employment drug screening prior to beginning employment and may be subject to random drug testing.

To apply, applications are available in the Acoma Human Resource (HR) Office or on-line at www.puebloofacoma.org. All applications must be submitted to the Acoma HR Office for consideration by the closing date of the announcement. All applicants will be given consideration; however, not all applicants will necessarily be contacted or interviewed.