

## SANTEE HEALTH & WELLNESS CENTER

### Position Description

**POSITION:** EMS Director  
**STATUS:** Permanent, Full Time (40 hours per week)  
**SALARY:** Dependent upon qualifications and experience  
**SUPERVISOR:** Medical Director

**SUMMARY:** This position serves as a Supervisory Paramedic (EMT-P) at the Santee Health & Wellness Center, in Santee, Nebraska. The primary purpose of this position is to supervise the Santee Ambulance Program and the secondary purpose is to perform advanced technical health care extender functions within the Emergency Medical arena in response to various accidents and other emergencies involving injury and illness.

#### **DUTIES AND RESPONSIBILITIES:**

1. Directly supervises Paramedics, Emergency Medical Technicians, and Ambulance Drivers.
2. Will be directly responsible for rating performance, approving leave, make recommendations for selections, awards, promotions, training, and reassignments.
3. Assigns work, plans work, and makes up schedule to provide 24 hour coverage.
4. The successful candidate will be expected to give advice and counsel on administrative matters, resolve complaints and grievances, administers minor discipline and finds ways to improve services.
5. Ensures that policy and procedures are being followed. Communicates with the Medical Director.
6. Will be responsible to develop training plans for EMS personnel to include CPR, EVOC, EMT Refresher courses, etc., for the purpose of maintaining current certifications.
7. Provides required reports to the State EMS office. Provides required reports to the Service Unit Director.
8. Responds to and returns from emergency calls using advanced knowledge of local road systems; skill and familiarity of emergency and patient transport vehicles to safely operate these vehicles under all weather and traffic conditions; and skill in emergency room communication techniques and the operation of communication equipment. Using such knowledge and skill, employee selects the most expeditious and/or appropriate route to and from the emergency site; adheres to governing traffic ordinances, laws, etc., pertaining to operation of emergency and patient vehicles; recognizes need for ancillary personnel; and supervises the response in the field.
9. Independently conducts a complete assessment using advance knowledge of topographic anatomy; knowledge of major body systems, knowledge of emergency medical techniques; and knowledge to understand legal considerations of emergency care. Using such knowledge, employee assesses the scene and recognizes the need for ancillary personnel and requests additional personnel as needed; triages the patient(s); performs primary and secondary patient assessment; searches for medical alert symbols; makes modifications to protocol if necessary; and determines the nature, extent, and seriousness of the patient's condition.

10. Identifies and treats trauma and medical emergencies using advance knowledge of emergency medical techniques, topographic anatomy, and major body systems (i.e. skeletal, muscular, nervous, etc.) and knowledge to sufficiently understand the legal considerations of emergency care including actual/IMPLIED consent and Good Samaritan Laws. Using such knowledge, employee identifies the signs and symptoms of life-threatening trauma, and medical injuries; provides appropriate advanced treatment as outlined in governing protocol; assists with moving, lifting, and carrying patients to emergency vehicles and appropriate treatment facility. This knowledge is also used to recognize fractures, dislocations, and sprains; treat a variety of eye injuries, i.e. impaled objects, chemical, heat and light burns; as well as supervise field treatment at the scene, en route, or until definitive care is provided.
11. Uses radio equipment following FCC procedures and effectively communicate orally and in writing with medical and ancillary personnel using extensive skill in emergency communication techniques and operating communication equipment. Using such skill, employee communicates with and transmits EKG using various communication devices; and orally reports in a clear and concise manner patient assessment and treatment administered, etc.
12. Position is subject to "stand-by" duty and will be required to rotate to all shifts.
13. Other job related duties as assigned.

#### **QUALIFICATIONS:**

1. Bachelor of Science Degree from a professional education institution preferred but not required with Paramedic Licensure from the accredited National Registry or Associates Degree including a specialized field of Advanced Emergency Medical Technician and three years of experience.
2. Proficient in basic computers and applicable software.
3. Ability to deal with highly confidential data in a professional and respectful manner.
4. Excellent interpersonal and organizational skills.
5. Excellent written and oral communication skills.
6. Organized work habits, accuracy, and proven attention to detail, with strong analytical skills
7. Ability to work within a team setting and as an individual contributor
8. Self-directed with the ability to work with little or no supervision
9. Experience with and understanding of Native American culture and is able to demonstrate cultural sensitivity.
10. Applicant must have a valid Driver's License and be insurable through tribal policy.

#### **CONDITIONS OF EMPLOYMENT:**

1. In accordance to Santee Health and Wellness Center policy the selectee is required to submit to a pre-employment physical examination and current on immunizations. Copies of the medical exam clearance shall be submitted to the Administrative Officer prior to his or her start date.
2. Selectee is required submit to pre-employment drug testing.
3. Selectee is required to submit to finger printing for investigative background purposes. Under PL 101-630 Indian Child and Family Violence Protection Act persons who have

- been arrested for or charged with a crime involving a child or violent crime against a person, are not eligible for employment with the Santee Health and Wellness Center.
4. All licensed or certified SHWC staff are required to update their clinical skills through continuing medical education courses. Failure to meet licensing and certification requirements or allowing licenses or certifications to lapse will result in immediate termination.
  5. If it is determined a selectee made false statements or provided false information in their application, during any part of the application process the selectee will be immediately terminated and or fined for falsification of records.

**ACKNOWLEDGEMENT OF RECIEPT:**

I acknowledge that this job description is neither a contract of employment nor a legal document. I have received the job description, and I understand that it is my responsibility to read and comply with the duties contained in this description and any revisions made to it.

EMPLOYEE'S NAME (printed): \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SUPERVISOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_