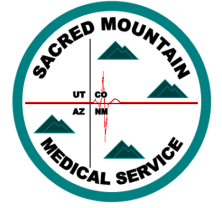
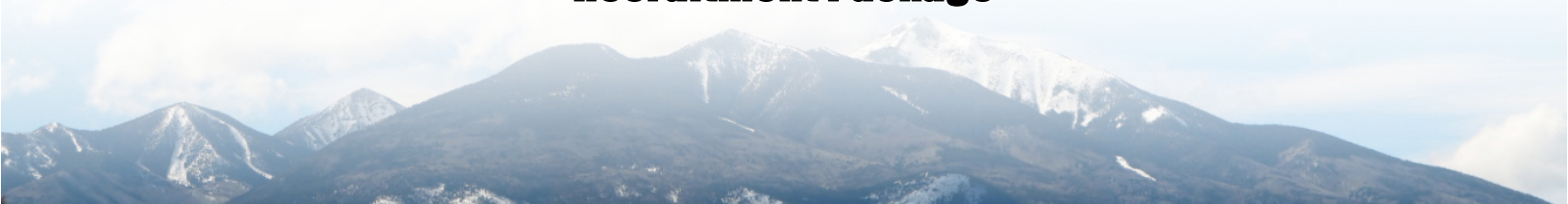


Sacred Mountain Medical Service, Inc.



is looking for
C.A.R.E. providers.

**Paramedic
Recruitment Package**



Paramedics,

Thank you for your interest in applying with Sacred Mountain Medical Service, Inc. (SMMS). SMMS is located in Northern Arizona and has bases in Tuba City and Kayenta, Arizona on the Navajo Nation (Indian Reservation). Tuba City is located between Flagstaff and Page, just East of U.S. 89 on U.S. 160. Kayenta is located on highway U.S. 160 east of Tuba City, about 75 miles.

SMMS is regulated by Arizona Department of Health Services, Bureau of Emergency Medical Services for compliance with A.R.S. §36-2212.A and A.A.C. Title 9, Chapter 25, all requirements are met for vehicles and for emergency medical personnel.

SMMS is very proud of giving back to the community by creating jobs and supporting our public safety partners and educating the community to improve health and wellness.

MISSION STATEMENT

SMMS is committed to becoming the regional provider of Emergent and Non-Emergency Ground Ambulance Transportation. Our goal is to build long term relationship with our customers by providing a safe and professional approach to quality patient care with our highly trained personnel and provide services to the Navajo, Hopi, and San Juan Southern Paiute communities.

SMMS is the primary provider of inter-facility transports for the Tuba City Regional Health Care Corporation and Kayenta Health Center. Inter-facility transports can range from 75 miles to over 3 hours to locations such as other Indian Health Service facility located on the Navajo Nation or to Flagstaff, Phoenix, and Tucson. We also provide back-up 911 services to the Navajo Nation Emergency Medical Services as a courtesy. Our ratio of 911 to inter-facility transports is roughly 70/30 (70% inter-facility).

SMMS standing orders state that the ALS provider with the highest skill level will be in charge of patient care and will remain with the patient until formally transferred. EMT's with SMMS are primarily drivers, while paramedics provide direct care to patients. EMTs do assist the paramedic on both 911 and inter-facility transfers and are an integral part of the patient care team. Types of calls include; inter-facility transports, airport runs, HELO, 911, standby and wait and returns.

The service area in which SMMS operates in is very remote and includes limited resources with extended transport times, Paramedics will often function independently for long periods of time. Each community presents their own unique call types and call volumes. We are currently working diligently on expansion projects to open up other location opportunities.

For those seeking full-time employment and to help reduce your travel to rural Arizona (Navajo Nation), the monthly scheduler can make arrangements to accommodate travel. Part-time employees work as needed and submit availability to the scheduler. Overtime does accumulate after 40 hours a week.

Benefits for full-time employees include paid refresher tuition assistance and career development (after your probationary period); 40 hours of sick leave per annum; Holiday differential pay (after 90 days), and an annual uniform stipend after one year of employment (your first set is out of pocket).

Part-time employees receive no company benefits in terms of tuition or training assistance (refresher programs, conferences, etc.), deferred compensation, but will receive other benefits in the form of worker's compensation and training necessary by SMMS, or as allowed by policy.

Medical Direction and Control are provided by Flagstaff Medical Services, Flagstaff, Arizona. Paramedics are required to attend a mandatory orientation and IV (Intravenous) Medication Transport Drug training upon hiring, and Monthly Run Reviews are offered.

If you are interested in working in a rural area and passionate about serving other communities in a totally different culture (Navajo, Hopi and San Juan Southern Paiute Tribes) and working with only your partner in very rural Arizona, don't mind a long commute to work, and want to expand your skills and knowledge level, then you are applying with the right organization.

SMMS's Mission Statement is supported on the values that personnel will:

- be nice and do no harm;
- respect the cultural beliefs and values of the people; and
- be patient and compassionate.

HOW TO APPLY

To apply for a Paramedic position:

- Active field paramedic for at least one year*
- Be at least 21 years old
- Complete and sign the SMMS application
- Provide copies of all required documentation,
 - Arizona EMCT Paramedic License
 - NREMT Paramedic Certification
 - BLS, CPR, Card
 - ACLS, PALS and PHTLS cards. NRP recommended.
 - State Driver's License
 - High School Diploma or equivalent
 - Certificate of Indian Blood (CIB) *(if applicable)*
 - DD Form 214 or DD Form 215 *(if applicable)*
 - Other certifications and/or training certificates that you feel will add value
- Obtain a 5-year background check record, that includes a clean driving record and free of any criminal and civil convictions, you may obtain a copy of the report online at: azmvdnow.gov, the cost is \$5.
- Sign the Record Check Release Form, attach to the job application, this will allow SMMS to conduct a background investigation check.

**SMMS may not consider paramedics who attended a paramedic course without first being a active field EMT for at least one year (i.e. 'Zero to Hero' program). However, recently certified paramedics will be required to work under the guidance of a experience paramedic for at least 6 months.*

Submit your application and documents to:

Sacred Mountain Medical Service, Inc.
Attn: Regina Allison – Job Application Enclosed
PO Box 2290
Tuba City, Arizona 86045

frontdesk@sacredmountainmedical.com

SMMS is a certified Navajo owned and operated business located on the Navajo Nation and must give preference to eligible and qualified applicants according to the Navajo Preference in Employment Act (15 N.N.C. §601-§619) and the Veterans Employment Preference. An applicant will be required to furnish all necessary documentation to prove preference. Applications will be accepted until vacant positions are filled. Please provide clean and clear copies of all requirements listed.

Once your application and required documentation are received, an interview will be scheduled. Once interviewed, you will be provided formal notice of a decision and if selected for employment, you must voluntarily submit to a drug and alcohol screening and physical examination to ensure you are fit for the job. Failure to submit to the testing will result in automatic revocation of your selection.

All new Paramedics will serve a probationary period up to six (6) months, and no longer than nine (9) months pursuant to SMMS policy. And regardless of experience level, complete a preceptorship program and receive satisfactory evaluations, failure to receive satisfactory evaluations may result in dismissal. During this time, probationary employees, including all part-time employees, are considered "at will" and have no grievance rights except in a case for discrimination.

After your field preceptorship, you will serve the remaining months as a solo Paramedic in which your behavior and patient care skills will continually be evaluated.

Our mission will be accomplished by:

- Assuring the safety and well-being of its personnel.
- Increasing the knowledge base of its personnel through internal and external educational resources.
- Delivering a quality assurance program to address personnel and service delivery issues.
- Providing a broad availability of personnel and medical units to the service areas and assuring the reliability and safe operation of medical equipment and vehicles.
- Conducting customer and patient follow-ups.

The training officer will evaluate the Paramedic for successful completion of the training program.

If you have any questions, email reginaallison@sacredmountainmedical.com directly. Please include as much information so that we may contact you.

JOB DUTIES

Paramedics exist with SMMS as the highly trained and skilled medical professional who are educated to carry out some of the duties of a physician, typically in the field utilized as emergency care practitioners on ambulances or first response emergency vehicles. Paramedics can examine, evaluate and treat patients with equipment and medications usually only found in the emergency department of a hospital.

Essential Job Function and Ability:

Must be a confident leader who can accept the challenge and high degree of responsibility entailed in the position, and have excellent judgment and be able to prioritize decisions and act quickly in the best interest of the patient, be self-disciplined, able to develop patient rapport, interview hostile patients, maintain safe distance, and recognize and utilize communication unique to diverse multicultural groups and ages within those groups. Must be able to function independently at optimum level in a non-structured environment that is constantly changing.

- Knowledgeable about medications and be able to apply this knowledge in a practical sense.
- Awareness of the high abuse potential of controlled substances and the potential for addiction, therefore, the Intermediate Q/Paramedic must be thorough in report writing and able to justify why a particular narcotic was used and why a particular amount was given. The ability to measure and re-measure drip rates for controlled substances/medications are essential.
- Able to apply basic principles of mathematics to the calculation of problems associated with medication dosages, perform conversion problems, differentiate temperature reading between Centigrade and Fahrenheit scales,
- Be able to use proper advanced life support equipment and supplies (i.e. proper size of intravenous needles) based on patient's age and condition of veins, and be able to locate sites for obtaining blood samples and perform this task, administer medication intravenously, administer medications by gastric tube, administer oral medications, administer rectal medications, and comply with universal pre-cautions and body substance isolation, disposing of contaminated items and equipment properly.
- Be capable of providing advanced life support emergency medical services to patients including conducting of and interpreting electrocardiograms (EKGs), electrical interventions to support the cardiac functions, performing advanced endotracheal intubations in airway management and relief of pneumothorax and administering of appropriate intravenous fluids and drugs under direction of off-site designated physician.
- Must not only remain calm while working in difficult and stressful circumstances but must be capable of staying focused while assuming the leadership role inherent in carrying out the functions of the position.
- Good judgment along with advanced knowledge and technical skills are essential in directing other team members to assist as needed.
- Provide top quality care, concurrently handle high levels of stress, and be willing to take on the personal responsibility required of the position. This includes not only all legal ramifications for precise documentation, but also the responsibility for using the knowledge and skills acquired in real life-threatening emergency situations.
- Able to deal with adverse and often dangerous situations, which include responding to, calls in area known to have high crime and mortality rates. Self-confidence is critical, as is a desire to work with people, solid emotional stability, a tolerance for high stress, and the ability to meet the physical, intellectual, and cognitive requirements demanded by this position.

- Conducts presentations and classes in injury prevention, first aid and CPR to schools, communities and other organizations when requested.
- Keeps quarters, equipment and grounds in a clean and orderly condition.
- Promotes and instills SMMS mission statement and operational philosophy.

Essential Physical Skill:

Aptitudes required for work of this nature are good physical stamina, endurance, and body condition that would not be adversely affected by frequently having to walk, stand, lift, carry, and balance at times, in excess of 125 pounds. Motor coordination is necessary because over uneven terrain, the patient's, the Paramedic's, and other workers' wellbeing must not be jeopardized. Must possess good vision and hearing, be able to distinguish odors and maintain the same status throughout the term of employment.

Working Conditions:

Works in circumstances varying from the classroom to the scenes of medical emergencies and other incidents affecting public safety. Due to the nature of the work, Paramedic works in unpredictable circumstances involving the threat or actual presence of physical harm. The work contains an element of personal danger. A majority of work is performed indoors or outdoors in emergency situations that may expose the employee to a variety of dangerous conditions. Employees are exposed to physically and mentally stressful situations, including trauma, illness, contagious diseases, extreme temperatures and contaminated environments. Work also involves working in inclement weather, at all hours of the day or night, to respond to emergency situations and requests for assistance. Living in dormitory quarters on a 24-shift basis is required.

Knowledge/Skills/Abilities:

- Skill in performing basic and advanced life support procedures in accordance with medical protocols.
- Ability to understand and carry out verbal and written instructions.
- Ability to interpret written, oral and diagnostic form instructions;
- Ability to use good judgment and remain calm in high-stress situations;
- Ability to function efficiently throughout an entire work shift without interruption;
- Ability to calculate weight and volume ratios and read small print, both under life threatening time constraints;
- Ability to accurately discern street signs and address numbers and read manuals and maps;
- Ability to converse in English with coworkers and hospital staff as to status of patient. Good manual dexterity, with ability to perform all tasks related to highest quality patient care.
- Ability to bend, stoop, and crawl on uneven terrain; and the ability to withstand varied environmental conditions such as extreme heat, cold, and moisture, lift, carry and balance up to 125 lbs.

Required Experience and Training:

Paramedic Level 1 (Probationary Period and Part-time)

Pay Scale: DOE

- High school diploma or equivalence (i.e. GED)
- Valid State Driver's License
- Current Arizona Paramedic License
- National Registry of Emergency Medical Technicians (NREMT) Paramedic Certification (if lapsed, a NREMT certification must be re-acquired within the probationary period)

- Active field paramedic for at least one year, or new paramedic with EMT experience
- Current American Heart Association BLS, ACLS, PALS and PHTLS card
- Neonatal Resuscitation Program (NRP) is required to be obtained within the probationary period (180) days
- Attend Medical Direction orientation and pass exam within 30 days of employment
- Complete IV Drug Transport training and pass exam within 90 days of employment

Paramedic Level 2

Pay Scale: DOE

- All requirements of Level 1 and Completion of the Probationary Period
- More than 2 years' experience with company
- Completion of Medical Direction one-year probation, if a new Paramedic

Paramedic Level 3

Pay Scale: DOE

- All the requirement of Level 2
- More than 4 years' experience with company
- Critical Care Transport Paramedic, or equivalent

Paramedic Supplemental Levels

- Instructional
- Educational/Certification (only job related)
- Longevity
- Merit/Incentive
- Acting Status
- Collateral Assignments
- Cost of Living Adjustment

Drug Testing/Substance and Alcohol Use

Final applicants will be required to voluntarily submit to pre-employment drug & alcohol testing on a "pass/fail" basis. Failure to submit to the testing will result in automatic termination of employment. The successful candidate will be subject to random drug & alcohol testing. Sacred Mountain Medical Service is a strict tobacco, alcohol and drug free workplace and this policy in particular has become one of zero tolerance.