

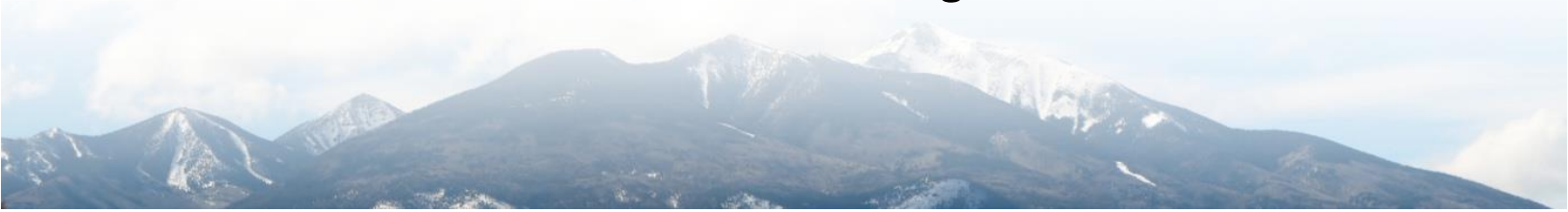


# Sacred Mountain Medical Services, Inc.



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

**EMT**  
**Recruitment Package**



## **EMTs,**

Thank you for your interest in applying with Sacred Mountain Medical Services, Inc. (SMMS). SMMS is located in Northern Arizona and has bases in Tuba City, Kayenta, and Red Mesa on the Navajo Nation (Indian Reservation). Tuba City is located between Flagstaff and Page, just East of U.S. 89 on U.S. 160. If you continue East 71 miles on U.S. 160 towards Monument Valley, you will come into Kayenta. Red Mesa is located off Highway U.S. 160 approximately 57 miles from Kayenta.

Sacred Mountain Medical Service (SMMS) is the primary provider of inter-facility transports for the Tuba City Regional Health Care Corporation, Kayenta Indian Health Service Units and the Four Corners Regional Healthcare. Our inter-facility transports can range from anywhere from 75 miles to over 3 hours (Phoenix, Albuquerque and Farmington). Although not our primary responsibility, SMMS does provide back-up 911 service to the Navajo Nation Emergency Medical Services. Our ratio of 911 to inter-facility transports is roughly 60/40 (60% inter-facility).

### **MISSION STATEMENT**

Sacred Mountain Medical Service 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 provide quality patient care and services to the Navajo and Hopi communities.

EMTs with SMMS are primarily drivers, with paramedics serving as the primary care provider. Depending on the call, the EMT may become the primary care provider. EMTs do assist the paramedic on both 911 and inter-facility transfers and are an integral part of the patient care team. The service area in which SMMS operates in is remote to include limited resources with extended transport times, as such EMTs must be sharp and skillful. In our rural environment, the paramedic is dependent on the EMT as there is often no other medical providers to assist.

For those seeking full-time employment, and to help reduce your travel to rural Arizona (Navajo Nation), you will be placed on an ABC type work schedule to help reduce your travel to rural Arizona (Navajo Nation). Part-time employees work as needed and submit availability to the scheduling officer. 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); 30 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/control is currently being received from Summit Regional Healthcare who allows EMTs after one year of practice under them to function as full scope EMTs - peripheral IV, supraglottic airways and medication administration.

## HOW TO APPLY

To apply for an EMT position:

- You must be at least 21 years of age,
- Have a clean driving record and free of any criminal and civil convictions,
- Complete and sign the SMMS application,
- Provide copies of all required documentation,
  - Arizona EMT License
  - NREMT EMT Certification
  - BLS CPR Card
  - Driver's License
  - High School Diploma or equivalent
  - CIB (if applicable)
  - DD form 214/215 (if applicable)
  - any other certifications and/or training certificates that you feel will add value.
- Include an official 5-year Motor Vehicle Report, and
- Sign the release that authorizes SMMS and affiliates to conduct a background investigation check.

### 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.

Submit your application and all documents to:

**Sacred Mountain Medical Service**  
**PO Box 2290**  
**Tuba City, Arizona 86045**

**[karenbarney@sacredmountainmedical.com](mailto:karenbarney@sacredmountainmedical.com)**

Sacred Mountain Medical Services, Inc. is a certified Navajo owned and operated business working on the Navajo Nation, SMMS must give preference to eligible and qualified applicants in accordance with the Navajo Preference in Employment Act (NPEA) and the Veterans' Preference Act. To receive these preferences, copies of a Certificate of Indian Blood (CIB) and/or DD form 214 or 215 must accompany your application.

We will accept applications until all necessary vacant positions have been filled. Provide clean and clear copies of all requirements listed either through regular mail or e-mail. Do not fax your application.

Once we receive your application, we will schedule an interview. After your interview, we will contact you by phone or email if you have been selected. Once you have been 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 EMTs will serve a two (2) phase probationary period for a total time of 6 months, and no longer than 9 months pursuant to SMMS policy. During these times, probationary employees are considered "at will" and have no grievance rights except in a case for discrimination.

In the first phase of your probationary period, you will be required to complete your field preceptorship and receive satisfactory evaluations. Failure to receive satisfactory evaluations may result in dismissal.

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

All new EMTs, regardless of experience level, are required to complete the EMT Probationary Workbook (EPW) within the 6 months to be cleared of their probationary period. The EPW is a written record of the minimum required training, skills and experience necessary to achieve EMT full-time position status. Completion of the entire workbook will ensure that the EMT has been evaluated in the critical tasks necessary to safely and adequately function in the position. The workbook itself will provide guidance to the program.

If you have any questions, please email [karenbarney@sacredmountainmedical.com](mailto:karenbarney@sacredmountainmedical.com) and in the 'subject' line, write "Job Question".

**Our Mission Statement is supported on the values that Sacred Mountain Medical Service personnel will:**

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

## **DISTINGUISHING FEATURES OF THE EMT CLASS**

Emergency Medical Technicians (EMTs) exist with SMMS to provide for the safe response of the ambulance to the emergency scene and/or inter-facility request, then to provide efficient and immediate care at the basic level to the chronic, critically ill and injured, and to drive from the scene and/or medical facility to a medical facility in a safe and expedient manner for continuing definitive care of the chronic, critically ill and injured.

### **Essential Job Function (not all inclusive):**

The operation of the ambulance requires constant alertness and observation to ensure safe operating practices. The Basic EMT works under the general supervision of the Advanced EMT or Paramedic and aids the paramedic in the treatment of the critically ill and injured.

- Drives the ambulance to the address or location given, using the most expeditious route, depending on traffic and weather conditions.
- Observes traffic ordinances and regulations concerning emergency vehicle operation.
- "Size-up" the scene to determine that the scene is safe, to determine the mechanism of injury or nature of illness, obtain total number of patients and to request for additional help if necessary.
- Determines the nature and extent of illness or injury and establishes priority for required emergency care and based on the findings, renders emergency medical care to adult, infant and child, medical and trauma patients.

Medical duties include but are not limited to:

- Opening and maintaining an airway, ventilating patients, and performing cardiopulmonary resuscitation, including the use of automated external defibrillators.
- Providing pre-hospital emergency medical care of simple and multiple system trauma such as controlling hemorrhage, treatment of shock, bandaging wounds, and immobilization of painful, swollen, deformed extremities.
- Assisting in childbirth, management of respiratory, cardiac, diabetic, allergic, behavioral, and environmental emergencies, and suspected poisonings.
- Reports verbally and in writing their observation and emergency medical care of the patient at the emergency scene and in transit to the receiving facility staff for purposes of records and diagnostics.
- Maintains ambulance in efficient operating condition.
- Attends continuing education and refresher training programs as required by employers, medical direction, licensing or certifying agencies.
- Conducts presentations and classes in injury prevention, first aid and CPR to schools, communities and other organizations.
- Promotes and instills Sacred Mountain Medical Services' mission statement and operation 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:**

The EMT 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, the EMT

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. Driving emergency vehicles is a substantial portion of the job. Living in dormitory quarters on a 24-shift basis is required.

**Knowledge/Skills/Abilities (not all inclusive):**

- Thorough knowledge of Arizona's and SMMS Base Hospital BLS protocols and procedures.
- Skill in performing basic life support procedures in accordance protocols.
- 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 interview patient, family members, and bystanders;
- Ability to document, in writing, all relevant information in prescribed format in light of legal ramifications of such;
- 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 and the ability to lift, carry and balance up to 125 lbs.

**Required Experience and Training:**

EMT Level 1 (Probationary Period and Part-Time)

Pay Scale: DOE

- High school diploma or high school equivalence (i.e. GED).
- Valid Arizona Driver's Licenses.
- Current American Heart Association Healthcare Provider CPR Card.
- Current Arizona EMT License
- National Registry of Emergency Medical Technicians (NREMT) Emergency Medical Technician Certification.

EMT Level 2

Pay Scale: DOE

- All the requirements of Level 1 and Completion of the Probationary Period.

EMT Level 3

Pay Scale: DOE

- All the requirements of Level 1 & 2
- One -year as EMT under Summit medical direction
- EMT enhanced skills level (must obtain all enhanced skills listed to obtain this level):
  - Supraglottic Airways
  - IVC
  - Epi-Pen and Albuterol
  - Patient assist medications

EMT Supplemental Levels (Percent increase varies)

- Instructional
- Educational (bachelors or higher)

- Longevity
- Performance/Merit
- Acting Status
- COLA

**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.