



Sacred Mountain Medical Services, Inc.



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

**Paramedic
Recruitment Package**



Paramedics,

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. And Red Mesa is located 56 miles east of Kayenta on U.S. 160.

Sacred Mountain Medical Service, Inc. is the primary provider of inter-facility transports for the Tuba City Regional Health Care Corporation, Kayenta Indian Health Service Hospital and Four Corners Regional Healthcare Center. Our inter-facility transports can range 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.

The service area in which SMMS operates in are remote to include limited resources with extended transport times, as such Paramedics will often times function independently for long periods of time.

Paramedics hired may work in Tuba City, Kayenta and Red Mesa bases and you should expect to work at either location. Each base presents their own unique community, call types (i.e. Kayenta gets a lot of obstetric referrals) 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) 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); sick leave up to 30 hours per year; 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.),

or 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 through Summit Regional Healthcare out of Show Low, Arizona. SMMS protocols are modeled after the AEMS Redbook.

The market in which SMMS' operates in is changing, as such we are actively pursuing critical care services, including the community paramedicine program. Inter-facility transports in the very near future will require critical care paramedics and/or RNs, and the vastness of the Navajo Nation will require SMMS entering into the community paramedicine program to help with local community health outreach programs.

If you are interested in a good mix of both 911 and inter-facility calls in a totally different culture (Navajo and Hopi), working with only your partner in very rural Arizona, don't mind a long commute to work, and want to expand your skill and knowledge level, then you are applying with the right organization.

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.

HOW TO APPLY

To apply for a Paramedic position:

- Active field paramedic for at least one year*,
- 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 Paramedic License
 - NREMT Paramedic Certification
 - BLS CPR Card
 - ACLS, PALS and PHTLS cards. NRP recommended.
 - 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.

*Sacred Mountain Medical Services' will not consider paramedics who attended a paramedic course without being a active field EMT for at least one year (i.e. 'Zero to Hero' program).

Sacred Mountain Medical Services, Inc. is a certified Navajo owned and operated business working on the Navajo Nation and 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.

Submit your application and all documents to:

**Sacred Mountain Medical Services, Inc.
346 S. Peshlakai Ave
PO Box 2290
Tuba City, Arizona 86045**

karenbarney@sacredmountainmedical.com

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. We will not accept faxed applications. .

Once we receive your application, we will conduct a background check and schedule an interview with you. 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 full-time Paramedics 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, including all part-time 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 internship, complete a paramedic internship workbook (PIW) and receive satisfactory evaluations. Failure to receive satisfactory evaluations and complete the PIW may result in dismissal.

All new paramedics (both full-time and part-time), regardless of experience level, are required to complete the PIW within the field internship period. The PIW is a written record of the minimum required training, skills and experience necessary to achieve paramedic full

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

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

and part-time position status. Completion of the entire workbook will ensure that the paramedic 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.

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

If you have any questions, please email karenbarney@sacredmountainmedical.com and in the 'subject' line, write "Job Question".

DISTINGUISHING FEATURES OF THE PARAMEDIC CLASS - Rev. 2/23/2016

The fundamental reason that this classification exists is for the administration of advanced training and equipment to extend emergency physician services to the chronic, critically ill and injured, which is often performed under conditions, which require strenuous physical exertion.

Essential Job Function and Ability:

The Paramedic must be a confident leader who can accept the challenge and high degree of responsibility entailed in the position. The Paramedic must 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 must 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.
- Keeps quarters, equipment and grounds in a clean and orderly condition.
- Promotes and instills Sacred Mountain Medical Services' 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' well being 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 Paramedic 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:

Salary: DOE

Paramedic Level 1 (Probationary Period and Part-time)

- High school diploma or high school equivalence (i.e. GED).
- Valid Arizona Driver's Licenses.

- Current Arizona Paramedic License and National Registry of Emergency Medical Technicians (NREMT) Paramedic Certification (if lapsed, a NREMT certification must be reacquired within the probationary period)
- Active field paramedic for at least one year, or new paramedic with extensive 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).

Paramedic Level 2

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

Paramedic Level 3

- All the requirement of Level 2,
- One year as a SMMS Paramedic, and
- Critical Care Transport Paramedic, or equivalent

Paramedic Supplemental Levels

- Instructional
- Educational
- 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.