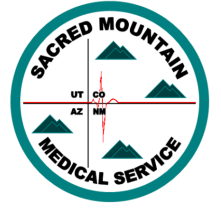


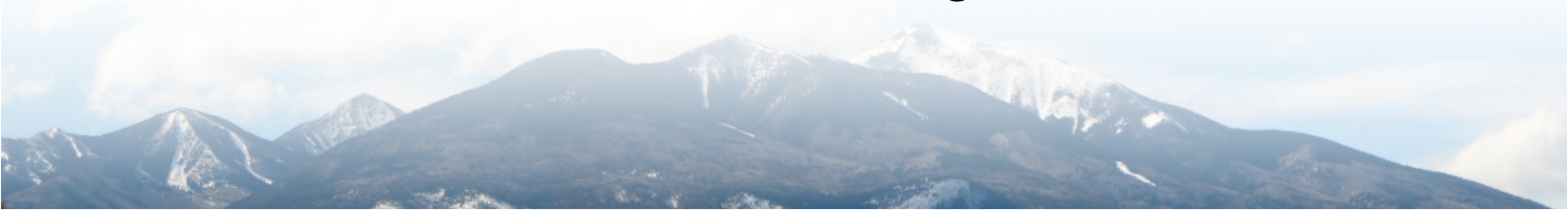


Sacred Mountain Medical Service, Inc.



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

EMT
Recruitment Package



EMTs,

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 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 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 facilities located on the Navajo Nation or to Flagstaff, Phoenix, and Tucson. We also provide back-up 911 service 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).

EMTs with SMMS are primarily drivers, while paramedics serve as the primary care providers. EMT's may utilize their scope of practice which they learned in EMT basic school and are encouraged to seek advanced skills as this will improve their patient care abilities. Depending on the call, the EMTs 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. 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 remote areas that includes 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), 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 currently not necessary for EMT's as they can function using their full scope of practice for which they are trained through current certifications as outlined in the ADHS Statutes and Rules.

If you are interested in working in a rural area and are 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, and 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.

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 an EMT position:

- Must be 21 years old, if not, not a problem, submit your application anyway
- Complete and sign the SMMS application, obtain a copy directly from our website at sacredmountainmedical.net, click the CAREERS button, locate and download the fill in application.
- Provide copies of all required documentation,
 - Arizona EMCT License
 - National Registry of EMT Certification
 - BLS Card
 - 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 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, attached to the job application, this will allow SMMS to conduct a background investigation check.

Submit your completed application and documents to:

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

reginaallison@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 Navajo Veterans Employment Preference Act. 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, upon request. Failure to submit to the testing will result in automatic revocation of your selection.

All new EMT's serve a probationary period up to six (6) months, and no longer than nine (9) months pursuant to SMMS policy. 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 full and part-time employees, are considered "at will" and have no grievance rights except in a case for discrimination.

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

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

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

SMMS's 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.
- Provide 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.

JOB DUTIES

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 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, and works under the general supervision of the highest skill level, which is the Paramedic who will remain with the patient, until the safe transfer of care is made. The EMTs 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 when requested.
- Promotes and instills Sacred Mountain Medical Service, Inc. 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 the 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-hour shift basis is required.

Knowledge/Skills/Abilities (not all inclusive):

- Thorough knowledge of Arizona's and NAEMS 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 equivalence (i.e. GED)
- Valid State Driver's Licenses
- Current American Heart Association Healthcare Provider CPR Card (BLS)
- 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
- More than two-years' experience as a Basic EMT

EMT Level 3

Pay Scale: DOE

- All the requirements of Level 1 & 2
- Completed one year under 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/Certification (job related only)
- Longevity
- Merit/Incentive
- Acting Status
- Collateral Assignment
- 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.