



# Eastern Band of Cherokee Indians

## Job Description

<b>Position ID Number:</b>	110-4500-001 110-4500-003 110-4500-004 110-4500-007 110-4500-011 110-4500-022 110-4500-024 110-4500-029 110-4500-030 110-4500-031 110-4500-032	<b>Last Revised:</b>	07/19/2016
<b>Position Title:</b>	EMT-Paramedic Part-Time	<b>Department:</b>	Emergency Medical Services
<b>Reports to:</b>	Crew Leader / EMS Program Assistant Manager	<b>Division:</b>	Public Safety

**Primary Function:** Performs a variety of emergency/non-emergency medical services within the Qualla Boundary in order to stabilize, treat and transport patients as necessary according to approved protocols for the Cherokee Tribal EMS. Performs as an EMT-Paramedic who is certified by the Office of EMS of the state of North Carolina.

- Job Duties and Responsibilities:**
- Responds to all emergency/non-emergency calls providing basic and advanced life support treatment to patients.
  - Responds to emergency calls and provides assistance to Cherokee Police Department, Cherokee Fire Department and neighboring ambulance services.
  - Performs extrication of victims from wreckage following department procedures and policies.
  - Transport ill/injured patients to hospital in a safe, efficient manner for advanced medical care as needed.
  - Performs a variety of necessary medical procedures including all those treatments and applications approved for EMT-Paramedic (EMT-P) plus: performs cardioversion (manual), decompresses a tension pneumothorax by use of a catheter-flutter-valve device, performs cricothyrotomy for relief of upper airway obstruction, (performs intubation,) performs IV catheterization, and administers all medications approved by OEMS including narcotics and paralytic agents.
  - Maintains communication with hospitals and medical staff concerning patients' medical status, before, during and after transport.
  - Examines patients, making medical assessments, and administers medicine and all aspects of life support as certified.
  - Prepares required reports regarding patient care, reflecting data required for insurance, Medicare, Medicaid, and other legal purposes.
  - Maintains files, reports, and logs as required by the department policies and procedures.
  - Oversees work of subordinates (EMT, EMT-1) on calls. Serves as preceptor for students who ride along with Paramedics.
  - Encouraged to serve as an instructor for AHA Red Cross, CPR, First Aid, EMT, EMT-1, EMT-P, BTLs, ACLS, PALS, PHTLS, GEMS, PEPP, Repelling, High and low Level Rescue, Vehicle Extrication, Farm Medic, Swift Water Rescue, etc.
  - Inspects ambulance supplies to ensure adequate amounts are on hand at all times and does Drug Box inventory.
  - Inspects and monitors equipment to ensure proper working order at all times, including: cardiac monitors, defibrillators, IV equipment, stretchers, etc.
  - Assists with the cleaning of the EMS headquarter facilities and vehicles.
  - Attends in-service/continuing education classes as required by department policies and procedures to maintain certification.

- Performs all duties according to established safety guidelines, EMS and Tribal policies.
- Part-Time: Must be able to work back-up for all or part of the 24hour shift following the shift they have just completed. Tour of duty is based on as needed schedule.
- Full Time: If available, responds when all units are out on emergency calls, or to an all call for major events or disaster.
- When available, provide stand-by services for special events, i.e. sporting events, funerals, etc.
- Assist with Health Fairs, Career Day, and community activities.
- Perform other duties as assigned.

**Education  
/Experience:**

Certification as an EMT-Paramedic from the office of EMS, state of North Carolina is required to have the skills for the job. Additional in-service/continuing education units of 24 hours/year are necessary to maintain certification. An Associate's Degree in EMS would be a plus for this job. Must maintain certification in ACLS, PALS or PEPP, and BTLS or PHTLS. Three to six months is required to become proficient in most phases of the job.

**Job Knowledge:**

Must have a thorough knowledge of all policies, procedures and guidelines of the Eastern Band of Cherokee Indians' Public Safety Department, and Cherokee Tribal EMS. Must have a knowledge of all protocols approved by the North Carolina Medical Board and the Cherokee Indian Hospital. Must have knowledge of guidelines established for Tribal EMS by OSHA Safety Rules and Regulations, Infection Control, HIPAA and Tribal Personnel policies. Must have knowledge of all medical procedures used by the department for level of certification. Requires the ability to apply principals of logic or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions. Requires the ability to utilize mathematical formulas, multiply, divide, subtract, determine percentages and decimals, determine time, weight, and calculate drug dosages. Requires the ability to differentiate colors and shades of colors. Requires the ability to read and interpret training manuals and documents. Requires the ability to maintain specific records, files, and logs and compile date to generate reports. Requires good written and verbal skills. Must be able to work independently or as a member of a team. Requires a considerable knowledge of the geographical area and operation of a vehicle in adverse weather conditions. Must acquire computer skills and possess a valid North Carolina driver's license.

**Complexity of  
Duties:**

Duties are varied and application of treatment will vary depending on the patient's changing condition. Duties can include from applying a band aid to administering drugs to totally paralyze a patient in order to do endotracheal intubation.

**Contact with  
Others:**

Interacts frequently with co-workers, the public, Cherokee Police and Cherokee Fire Department personnel, Cherokee Indian Hospital staff, Cherokee Volunteer Fire Department/First Responders, Park Service personnel and State Highway Patrol Officers. Contacts require strict adherence to rules of conduct, general orders and procedures. A high degree of tact, courtesy and professional decorum are required to maintain good public relations and prevent accusations of legal action against the Cherokee Tribal EMS Program.

**Confidential Data:**

Has access to medical information, which is considered confidential. A moderate degree of decorum is required. Must discern which information is required to be a part of public records. Must adhere to the Privacy Act of 1974, HIPAA, and the Tribal Confidentiality Policies.

**Mental /Visual  
/Physical Effort:**

Job duties can be mentally/emotionally stressful at times. Close mental concentration and attention to detail are required along with general observation necessary depending on the task at hand. Job duties require physical efforts of walking, running, climbing, bending, and reaching with arms and hands, crawling, lifts up to 400 pounds with assistance, manual dexterity and visual acuity. Must be able to talk, hear see and occasionally smell. Must be able to distinguish

colors and pass an annual physical examination.

<b>Environment:</b>	Subject to all types of environment including inclement weather, personal injury hazards, traffic hazards, exposure to biohazard and infectious disease.
<b>Extent of Supervision:</b>	Provides direction to students who do clinical with Tribal EMS and responders with less training.
<b>Scope of Supervision:</b>	To help prepare students to function as Paramedics when they finish school.
<b>Supervision Received:</b>	Under the direct supervision of the EMS Crew Leader/EMS Program Assistant manager. Follows protocols approved by the NC Medical Board and local ALS Medical Committee.
<b>Responsibility for Accuracy:</b>	Must make rapid assessments of situations and immediate decisions, which could have minor or life threatening impact if error occurred. Reporting and reviewing procedures would detect most administrative errors. However, many job duties require on-the-job decisions without time for review by others.