



Eastern Band of Cherokee Indians

Job Description

Position ID Number:	911021002 911021004 911021005 911021006 911021007 911021008 911021009 911021010 911021011 911021012 911021013 911021015 911021019 911021021 911021023 911021026 911021027 911021028 911021029 911021030 911021031 911021032 911021033 911021034 911021035 911021036 911021037 911021038	Last Revised:	11/04/2019
Position Title:	Part Time: 911045001 911045003 911045004 911045007 911045011 911045024 911045030 911045031 Paramedic	Department:	Emergency Medical Services
Reports to:	Shift Captain, EMS / Assistant Chief, EMS or Chief, EMS	Division:	Operations

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 Cherokee Tribal EMS. Performs as a Paramedic who is certified by the North Carolina Office of EMS (NCOEMS).

- Job Duties and Responsibilities:**
- Interact with internal and external customers / clients in a polite and professional manner.
 - 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 extrications of victims from wreckage following department procedures and policies.
 - Transports ill/injured patients to the hospital in a safe, efficient manner for advanced medical care as needed.
 - Performs all procedures and protocols approved for Cherokee Tribal EMS by NCOEMS when appropriate. Maintains minimal competency in all policies, procedures, and protocols approved for Cherokee Tribal EMS by NCOEMS .
 - Maintains communication with hospitals and medical staff concerning patients' medical status, before, during and after transport.
 - Examines and assesses patients appropriately and treats them appropriately to the standard of a North Carolina Paramedic .
 - Prepares required reports, regarding patient care, reflecting, data required for insurance, Medicare, Medicaid, and other legal purposes.
 - Maintains files, reports, and other paperwork as required by the department policies and procedures. Serves as a preceptor for students riding with Cherokee Tribal EMS.
 - Oversees medical care provided by other personnel on scene to ensure safe and appropriate

practices .

- Ensures adequate supplies are always on hand and completes all required inventory checklists
- Inspects all equipment to ensure proper working order including: cardiac monitors, ventilators, stretchers, etc. Completes all assigned duties for the EMS facilities.
- Attends in-service/continuing education classes as required to maintain knowledge and proficiency of policies and procedures.
- Performs all duties according to established safety guidelines, EMS and Tribal policies.
- Stand-by at events as needed. Assist with instruction of classes as needed.
- Performs other duties as assigned.

**Education
/Experience:**

- Certification as a Paramedic by NCOEMS required.
- Valid NC Driver's License required. Maintains appropriate continuing education hours as set by NCOEMS. Must maintain certifications in the following: ACLS, an approved Pediatric Life Support Class, and PHTLS. An Associate's Degree is preferred .

Job Knowledge:

Must have the ability to assist with planning, organization, supervision, and direction of operations of the department. Requires a thorough knowledge of the Public Safety and EMS Policies, procedures, and guidelines. Must be knowledgeable of all OSHA and HIPAA Safety Rules and Regulations, Infection Control Policy, Tribal Personnel Policy, and the Cherokee Tribal EMS Standard Operating Procedures/Rules and Regulations. Must adhere to all NC State regulations as well as tribal regulations complete with applicable reporting, training, compliance and other regulatory mandates. Ensures compliance with all local, state, and federal laws regulations and protocols. Must a have a thorough knowledge of FEMA's policies and procedures. Good communication skills, both verbal and written, are required. Must be knowledgeable of all equipment and medical procedures applicable to certification level of a Paramedic.

**Complexity of
Duties:**

Duties can be highly complex and varied. This position may require planning and coordination of several activities at one time. Above average problem-solving skills are required as problems may be subject to frequent changes and interruptions.

**Contact with
Others:**

Internal contacts occur on a regular basis with departmental personnel. External contacts may include but are not limited to patients, other health care providers, the general tribal population, visitors to the Qualla boundary, and other healthcare agencies. 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.

Confidential Data:

Has access to all departmental files, memos, financial records, and medical information, all of which are considered confidential. Must adhere to all applicable Tribal confidentiality policies and procedures while performing job duties, including HIPAA.

**Mental /Visual
/Physical Effort:**

Job duties can be mentally, physically, and emotionally stressful at times. A high level of concentration and attention to detail are required along with necessary general observation, depending on the task at hand. Job duties require physical efforts of walking, running, climbing, bending, reaching with arms and hands, crawling, kneeling, crouching, good eye/hand/foot coordination, the ability to lift up to 400 pounds with assistance, manual dexterity, and visual acuity. Must be able to speak, hear, and occasionally smell. Must pass an annual physical examination. Must be able to lift 50 pounds and carry 25 pounds on a repetitive basis.

Environment:

Work is performed in both inside and outside environments, including inclement weather, with personal injury hazards, and exposure to biohazards and infectious disease.

Responsibility for Accuracy:

Must make accurate and rapid decisions including medication calculations, which could have life threatening impact if incorrect. Reporting and reviewing procedures should occur on regular basis.

Scope of Supervision:

To help paramedic students to function as Paramedics when they finish school. To prepare and evaluate new employees.

Supervision Received:

Works under the general direction of EMS Shift Lieutenant, Operations Captain, and EMS Chief. Follows protocols approved by the Medical Director, and NCOEMS.