



CHOCTAW FIRE DEPARTMENT
PHONE (601) 656-0620 / FAX (601) 656-0686
MISSISSIPPI BAND OF CHOCTAW INDIANS
13741 HIGHWAY 16 WEST
CHOCTAW, MS 39350

JOB DESCRIPTION #316079

POSITION TITLE: Fire Fighter III / Fire Medic
(EMT Paramedic)
SALARY: Negotiable
OPENING DATE: SEPTEMBER 02, 2020 SEP 02 2020
CLOSING DATE: SEPTEMBER 16, 2020 OR UNTIL FILLED
SUPERVISOR: Director, Choctaw Fire Department

SCOPE OF SERVICE AND EFFECT:

This person will be responsible for delivering medical attention to anyone needing it, fight fire and perform specialized rescue in a safe and proficient manner. To be a fire medic, a person should be proficient in all forms of communication; have extensive knowledge in all areas of the fire service: fire suppression, hazardous materials, and rescue; and have experience providing medical care for sick and injured people.

DUTIES AND RESPONSIBILITIES:

1. Respond to all emergencies professionally and efficiently
2. Following the rules, regulations, and procedures set forth by Fire Department.
3. Acting as emergency medical technician/Paramedic for the Fire Department
4. Working with appropriate county emergency service personnel when needed.
5. Provide proficient medical attention to all patients you come in contact with.
6. Keep medical records on all patients that you treat.
7. Other duties as assigned by supervisors.
8. Maintain fire apparatus and equipment on a daily basis.
9. Maintain fire station on a daily basis
10. Respond to all emergency calls in professional manner.
11. To continually prepare himself/herself to meet the challenge of emergency response work.

WORK ENVIRONMENT:

This person works at the Choctaw Fire Department.

QUALIFICATIONS:

1. Applicant must be at least 21 years of age.
2. Applicant must be in good physical/mental health, and maintain while employed.
3. Applicant must have at least 3 years experience in the fire service.
4. Applicant must have ability to meet and deal with a wide variety of people in stressful situations, and perform and communicate in a professional manner.
5. Applicant must be willing to attend job related courses, for duration of employment.
6. Applicant must have the following certifications or equivalents:
 - NFPA 1001-I and II – Have or acquire within 6 months.
 - Nationally Registered Emergency Medical Technician/ Paramedic**
7. Applicant must have Valid Mississippi Drivers' License and insurance, and good driver history.
8. Applicant must have High School diploma or GED, and provide certificates at time of employment.
9. Preferential treatment will be extended to qualified Indians applicants
10. Applicant must possess reliable transportation while employed.
11. Applicant must have and maintain telephone in residence, or reliable cell phone for duration of employment.

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ person(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can only be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for, or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians
Human Resources
P.O. Box 6033, Choctaw Branch
Choctaw, MS 39350