



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 08, 2021**
CLOSING DATE: **SEPTEMBER 22, 2021 OR UNTIL FILLED**
SUPERVISOR: Director, Choctaw Fire Department

SCOPE OF SERVICE AND EFFECT:

This person will be responsible for responding to and delivering professional and proficient medical care to patients in a prehospital emergency setting, also will have knowledge and certification of basic firefighting, rescue, hazardous materials and communications.

DUTIES AND RESPONSIBILITIES:

1. Respond to all emergencies professionally and efficiently
2. Following the rules, regulations, and procedures set forth by Choctaw Fire Department & MBCI.
3. Acting as emergency medical technician/Paramedic for the Fire Department
4. Working with appropriate Tribal & County emergency service personnel when needed.
5. Keep safety as priority at all times.
6. Use CFD Computers & Software to keep medical records on all patients that you treat, as well as any written reports.
7. Any and all 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 & keep in constant state of readiness.

12. Maintain good attitude & motivation in a team orientated environment.
13. Must be able to become AHA Certified Instructor & teach classes as requested.
14. Assist in training CFD Personnel in medical techniques & activities.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- While performing the duties of this job, the employee regularly works in outside weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistant, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.
- The employee occasionally works near moving mechanical parts and in high precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particulates, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate, except during certain firefighting or EMT/Paramedic activities when noise levels may be loud.
- The employee will be required to work 48 hour and up to 72 hour continuous shifts. During this time the employee may experience several interruptions of sleep, meals and/or other activities. The employee will be expected to perform essential job functions despite the potential for fatigue resultant from extended shift work.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Familiarity with existing triage, treatment and patient transport protocols.
- Familiarity with Central Trauma District Protocols.
- Proficiency in advanced life support procedures.
- Knowledge of medical terminology.
- Ability to follow both written and oral communication; ability to communicate in a written and verbal manner; ability to exercise appropriate safety tactics in firefighting and medical emergencies.
- In addition to basic life support (BLS) skills, must be proficient in advanced life support (ALS) skills including but not limited to IV therapy, cardiac monitoring, advanced airway control and a variety of medication therapies.

- Ability to handle high levels of personal stress and to maintain composure under a variety of adverse conditions, including verbal and physical abuse, witnessing death and critical injuries and experiencing risk of personal harm.
- Working knowledge of the goals and objectives of MBCI and CHC program; working knowledge of effective techniques and methods of fire suppression and control; working knowledge of effective operation of policies and procedures established for the Choctaw Fire Department; some knowledge of hazardous substances and their control.
- Skill in the operation of the apparatus to be driven; skill in maintenance of equipment and station; skill in operation of fire and emergency medical service equipment.

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. (Preferred)
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, at various locations for duration of employment.
6. Applicant must have the following certifications or equivalents:
 - **NFPA 1001-I and II – Have or acquire within 1 year Basic Firefighter.**
 - **Ms. State Licensed Nationally Registered Emergency Medical Technician/ Paramedic.**
7. Applicant must have Valid Mississippi Drivers' License and insurance, and good driver history & Maintain during employment. Failure to do so will result in termination.
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.
12. Must have good communication & computer skills.

13. Minimum; 1 year experience as an EMT Paramedic.
14. Must successfully pass MBCI Background check & a physical by certified physician.
15. Must maintain state-mandated continuing education requirements, including current American Heart Association (AHA) certification in Basic Life Support (BLS), Advanced Cardiac Life Support (ACLS) and Pediatric Advanced Life Support (PALS), or equivalent.
16. Thorough knowledge of MS State Department of Public Health and EMS, Office of Emergency Medical Services treatment protocols.
17. Maintain Medical Director Authorization to practice as an EMT-Paramedic

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 persons(s) who are not members of MBCI only when to qualified member of MBCI, who has applied for the position, can be trained up 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