Choctaw Health Center
Emergency Medical Services
210 Hospital Circle
Choctaw, MS 39350-6781
601.389.4450

JOB ANNOUNCEMENT # 150137

Position Title:	EMT – Basic
Salary:	Grade 8
Supervisor:	EMS Supervisor
Job Location:	Choctaw Health Center
Type of Employment:	Regular Full-Time/Essential/Non-Exempt
Opening Date:	**OCTOBER 30, 2026** OCT 3 0 2026
Closing Date:	**NOVEMBER 13, 2026 OR UNTIL FILLED**

Scope of Service and Effect:

Mission Statement: *The Mission of the Choctaw Health Department is to raise the health status of the Choctaw people to the highest level possible.*

Vision Statement*: Our Vision is to achieve a healthy community through holistic health services in a culturally sensitive environment, in partnership with satisfied customers, dedicated employees, and the Choctaw community.*

The position of Emergency Medical Technician (EMT)-Basic is located in the Choctaw Health Center (CHC) which is a twenty bed hospital located in Choctaw, Mississippi off of State Highway 16 on the Mississippi Band of Choctaw Indian Reservation. CHC provides General Medical, General Pediatrics, General Adolescents, Young Adult, Middle- Aged Adult, Senior Adults-General Geriatrics, Outpatient and Emergency Services to individuals of all ages. The Tribe consists of eight communities, Bogue Chitto, Conehatta, Crystal Ridge, Pearl River, Red Water, Standing Pine and Tucker. It serves approximately 10,000 members of the tribe's population across a ten county area in East Central Mississippi. It is an 180,000 square foot comprehensive health care center with three satellite clinics located in the Choctaw communities of Bogue Chitto, Conehatta, and Red Water.

The purpose of this position is to provide direct provision of patient care during emergency requests for the safe, responsible, transportation of patients requiring emergency, continued or referral treatment to and from either

Choctaw Health Center or other medical facility.

GUIDANCE AND SUPERVISION:

The EMT-B functions under the direction, guidance, and administrative management of the EMS Supervisor and/or the ER Medical Director.

RESPONSIBILITIES AND DUTIES:

1. The EMT-B may be requested to assist in the treatment of emergency patients in a hospital setting by providing assistance in splinting, the taking of vital signs, moving patients, and specific emergency room functions. Performs duties in accordance with established policies and procedures. They must be competent to perform the required duties of providing health care to individuals of all age groups as indicated in the Scope of Services and Effect (above).

2. Required to attend all appropriate in-service training offered by EMS or other facilities for re-certification. Responsible to keep certification current.

3. Respond to emergency and non-emergency calls calmly, efficiently and promptly;

4. EMT-Bs must be knowledgeable in the Fire and Disaster Plans for the Hospital and function within these plans as required.

5. The EMT-B has responsibilities for insuring that the Ambulance Medical Equipment is maintained in proper working order after each run as well as maintenance of the necessary supply levels in the vehicle.

6. Administer basic life support to patients at the scene, en route to the hospital and in a pre-hospital setting in accordance with federal, state, and local laws, regulations and standards.

7. The EMT-B observes signs and symptoms and is alert to recognize changes in the patient's physical condition and emotional behavior and when indicated is expected to make the necessary judgement decisions and take necessary action for the patient's welfare in the field.

8. Assess the nature and extent of injury or illness to establish and prioritize medical procedures to be followed.
9. Rescue and extricate victims of accidents, sudden illness or entrapment using proper rescue and medical techniques.

10. Treat patients at the scene, En-route to the hospital, and in a pre-hospital setting in accordance with federal, state, local, laws, regulations and standards.

11. Communicate with professional medical personnel and treatment facilities to obtain instructions regarding further treatment and/ or to arrange reception of patients to the appropriate center.

12. Maintain order at scenes, including crowd disbursement and restraint of family and friends.

13. The EMT-B is responsible for completing Ambulance Check-list.

14. EMT-B must adhere to established Policy and Procedures of the EMS Department related to confidentiality of patient information and hospital activities. Attends mandatory Hospital-Wide in-services.

15. The EMT-B is expected to protect the privacy of all Patient health information in accordance with HIPPA

16. The EMT-B may access protected health information and other patient information only to the extent that is necessary to complete their job duties. The EMT-B may only share such information with those you have a need to know specific patient information you have in your possession to complete their job responsibilities related to treatment, payment or other company operations.

17. Monitor communication equipment to maintain contact with the dispatcher and med-control.

18. Check, restock, inventory and clean any apparatus operated by CHC EMS.

19. Represent the ambulance service while on duty at public service functions, expositions, and other public events.

20. Provide ambulance stand-by services at sporting events or any other activities designated by the EMS supervisor or Emergency Department Director.

21. Perform any other duty related to CHC EMS as designated by EMS Supervisor or Emergency Department Director. Be a team player, as EMS is a team effort, and providers must provide necessary assistance to ensure system readiness and adherence to quality assurance standards.

22. Maintain a thorough working knowledge of local geography, which includes maps, businesses, and streets.

23. Be a team player, as EMS is a team effort, and providers must provide necessary assistance to ensure system readiness and adherence to quality assurance standards.

24. Maintain a thorough working knowledge of applicable current standards of care, including equipment functions and uses.

25. Assure that all certifications, licenses, and registrations are up-to-date.

26. Conduct themselves is a courteous, helpful, dignified, and professional manner at all times when dealing with patients, co-workers, supervisors, and or the public.

Work Environment

The position of EMT-B is located in the Emergency Medical Services at the Choctaw Health Center. Work is performed outside and inside the hospital environment. There is common exposure to infectious diseases, hostile and emotionally disturbed patients, families and visitors.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. The position requires significant physical strength and dexterity and the ability to function in very adverse environments with exposure to numerous safety risks typically found at emergency scenes.

STANDING/WALKING: Frequently too continuously when responding to calls. Standing or walking is optional while at rest at the facility. This usually includes: going to and from the emergency vehicle, getting patients from their locations, and rendering treatment. Most walking would be for short distances, as emergency vehicles are allowed to get as close to the location as possible. However, the EMT-B must also be able to run these same distances, in case of an emergency where time is of the essence. Walking and running may vary, however, as the patient may be located inside a large, multi-floored facility. Standing, walking and running could be on all types of surfaces, including but not limited to: asphalt, cement, concrete, soft/ packed dirt, linoleum, wood, hardwood floors, etc. The individual must be able to go up and down slight inclines or declines that may be found at roadsides, agricultural areas, etc. At a location, standing would occur more often than walking or running. Standing would occur on the wide variety of surfaces mentioned above. Standing could last from a few minutes to hours, depending on the situation. Standing could occur in the standard erect position, the kneeling or squatting position, etc.

SITTING: Frequently when responding to a location, the individual will sit in the emergency vehicle. The emergency vehicles are equipped with a standard installed vehicle seat. The time performing the sitting activity on a call would depend upon the specific situation.

LIFTING AND CARRYING: Frequently required to lift and carry weights ranging from a few pounds to one hundred (100) pounds and above. Occasionally required to lift and carry weights scaled at above 100 pounds or more. They will need to lift and carry, with one team member, adult patients, lifting them from various positions (such as a bed or a chair) onto various patient movement devices, such as an ambulance stretcher, a stair chair, long back boards, etc., and then efficiently move them into an ambulance. Other heavier objects in the high range category would be 5-foot tall, 10-inch diameter oxygen cylinders, and medical equipment boxes. The oxygen cylinders can be made of quarter-inch steel and weigh up to 113 pounds. The medical equipment boxes can weigh approximately fifty pounds or more.

BENDING AND STOOPING: Frequently throughout a work shift the EMT-B will be required to bend in a range of 1 to 90 degrees. The average situation will require the individual to work in a range of 35 to 65 degree bends. This would involve: lifting a patient, lifting equipment, treating a patient at ground level, sitting on a bench located in the ambulance. This activity may be prolonged and last up to 30 minutes or more. During any given call, the provider may bend and/ or stoop 1 to 15 times per incident.

CROUCHING AND KNEELING: Frequently, crouching and kneeling may be performed when on the scene picking up equipment or assisting patients. The actual number of times this is done depends on the particular incident but may be up to 15 times for a duration up to 30 minutes or greater.

CLIMBING: Occasionally, this is required when climbing steps up and down with a patient on a stretcher or other device, and when entering or exiting the emergency vehicle. Generally, the climbing would require that the EMT-B be lifting and carrying heavy objects such as a stretcher or other device with a patient on it. Balancing may be required when backing down staircases.

REACHING: Frequently to continuously throughout the work shift in order to review monitoring equipment, operate communication equipment, administer oxygen and operate equipment. The EMT-B may also be required to reach in precarious positions, such as in a vehicle, which has been crushed in an accident, or in other confined spaces. If working inside the ambulance en route to a medical facility, the EMT-B will need to reach to access the patient and supplies. Reaching will involve partial to full extension of the arms.

PUSHING AND PULLING: Frequently the activities that would require the most force in pushing and pulling is when removing or returning a gurney to the emergency vehicle with and without a patient on the gurney. The weight required to push/pull will vary, depending on the weight on the gurney. Slight pushing will be required if the EMT-B is performing CPR, which can require repetitive pushing and may range from a few minutes to hours. Pushing and pulling is required when operating and closing vehicle doors.

HANDLING OR GRASPING: Continuously, while working at any given location, continual bilateral gross manipulation is performed in this position. This may be involved when: opening/closing doors; and using, handling, carrying and /or operating medical equipment boxes that may weigh approximately fifty (50) pounds or more, such as stretcher rails, various handles attached to equipment, and tools. The arm and hand must be able to perform all types of positions, including supination and pronation. Hyperextension, extension and flexion of the fingers will be involved, ulnar and radial deviation, abduction and adduction of the hand and wrist will be required. A wide variety of grasping will be required, such as cylindrical grasping, palmer grasping, hook grasping, tip grasping and lateral and spherical grasping.

HAZARDS: The EMT-B, when responding to emergencies, can be exposed to dust, fumes, gases, fire, smoke, adverse weather conditions, and chemicals. There is potential for bodily harm or death from violent patients, bystanders, or other dangers. At all times the EMT-B is expected to adhere to all applicable policies and procedures

concerning safety and the prevention of contamination and infection due to blood borne pathogens.

OTHER PHYSICAL REQUIREMENTS

- Maintain balance and strength in awkward positions;
- Speak clearly, even under stressful circumstances;
- Accurately communicate ideas orally and in writing in English;
- Respond physically with speed;
- Speak at proper volumes for appropriate situations; and
- Must get along with others.

MENTAL REQUIREMENTS OF THE POSITION

- Handle a significant number of stressful situations, and be able to function calmly, coolly and collectedly under all types of stressful situations.
- Get along well with diverse personalities.
- Communicate with patients and others with empathy and respect.
- Create and maintain a positive and cooperative working environment in stressful situations.
- Work smoothly and professionally in an environment where teamwork is essential.
- Analyze and interpret difficult and complex patient care and personnel situations.

- Work independently with minimal supervision for assigned tasks.
- Exercise sound independent judgment within general policy and procedural guidelines.
- Anticipate and identify problems and take initiative to prevent or correct them.
- Establish and maintain effective working relationships with all levels of personnel within the medical community, CHC EMS, outside agencies, patients, and members of the community.
- Understand and follow federal, state and local laws, and CHC EMS policies, procedures and rules.
- Follow orders.
- Remember and apply concepts, knowledge and principles.
- Appropriately deal with stress and maintain composure when encountering serious injuries or illnesses.

QUALIFICATIONS:

1. Must have a High School Diploma or GED certificate, and be 21 years of age.

2. Must possess and maintain a Mississippi State EMSD (Emergency Medical Services Drivers) license, National Registry of Emergency Medical Technicians EMT-Basic card, Mississippi EMT-Basic certification, and a BLS (Basic Life Support) CPR card.

3. Must have a minimum of one year's experience in the health field. The facility may make an exception to the time if registry status is current.

4. Must have good written and oral communications skills.

5. Will work nights and weekends and rotating tours of duty.

6. Ability to speak Choctaw and English fluently, preferred.

7. Must be available for emergency call-back to duty as needed.

8. Must possess a valid Mississippi driver's license, reliable transportation and automobile liability Insurance. **(Attach copy to application)**

9. Candidates will be required to show proof of being fully vaccinated against influenza or take the influenza vaccine yearly.

10. Completion of criminal background investigation and pass a pre-employment drug test.

In accordance with the Choctaw Health Center Employee Health Program, an employee screening will be performed upon hire. Employees are encouraged to continue to receive routine examinations with their provider of choice.

****CHOCTAW HEALTH CENTER PROPERTIES ARE TOBACCO FREE*****

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 no 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 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.

CHOCTAW HEALTH CENTER EMS
DEFINITION OF EDUCATION REQUIREMENTS

This letter is to define the education requirements for EMT-Basic and EMT-Baramedic employees.

EMT-BASIC

The EMT-BASIC is required to maintain an EMS-D License and a National Registry of EMTs Certification. The education requirement for the National Registry Certification is set by the State EMS Office and NREMT. The EMT-Basic must also hold a valid state EMT-Basic License which also requires a valid CPR (Basic Life Support) Certification.

EMT-Paramedic

The EMT-Paramedic must maintain an EMS-D License and National Registry of EMT - Paramedic **(NREMT-B)** Certification. The education requirement for NREMT-B is set by the State EMS Office and NREMT. The paramedic must also have a State Paramedic License. NREMT-B Certification requires current CPR (Basic Life Support) Certification and current ACLS (Advanced Cardiac Life Support) Certification. Some paramedics may not have an ACLS card; this is due to the incorporation of ACLS into the refresher course for EMT-B by the State EMS Office.

IF INTERESTED, SEND APPLICATION TO:

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