



Ho-Chunk Nation

Job Description



TITLE: EMERGENCY MEDICAL TECHNICIAN		JOB CODE: EMTS	
BUSINESS		EEO: 2	PAY GRADE: 10
NON-EXEMPT	FLEX	FUNDING SOURCE: NPD	HO-CHUNK PREFERENCE

"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."

All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K

POSITION OVERVIEW

Responsible for the overall EMS coverage of the property through immediate response and appropriately assess and adequately provide Emergency Medical Services and care to patrons and employees. Provide CPR, First Aid, blood borne pathogens training. In addition, the incumbent in this position is responsible to promote positive guest relations through prompt, courteous and efficient service.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Appropriately assess and adequately provide Emergency Medical Services and care to patrons and employees to the level of care and based on medical protocols authorized by the Ho-Chunk Nation EMS Medical Director and the local Service Medical Director.
2. Daily ensure compliance with Ho-Chunk Nation regulatory laws, departmental Standard Operating Procedures, EMS Standard Operating Guidelines and Protocols, State, local and Federal laws, and Minimum Internal Control Standards as they pertain to the position overview.
3. Investigate, document and report all accidents/injuries in the current reporting database by end of shift.
4. Protect evidence and scene in the event of an incident, accident, emergency, or investigation until released by appropriate personnel.
5. Provide CPR/AED/First Aid and Blood Borne Pathogen Training to employees within the Ho-Chunk Nation. Must instruct a minimum number of classes based on American Heart Assoc. standards.
6. Complete and pass all required training either annually or bi-annually based on the State of Wisconsin and American Heart Association mandates. Must be able to apply learned skills to job duties.
7. Perform daily preventative maintenance on EMS equipment and facility wheelchairs.
8. Assist in Security duties and responsibilities.
 - a. Respond to emergencies and critical situations (e.g. medicals, chemical spills, fire evacuations, severe weather, workplace violence, criminal incidents/activities, etc.) in accordance with the facility's Emergency Action Plan and other applicable policies and procedures.
 - b. Continuously observe and monitor the flow of people at assigned posts and while on patrol to ensure integrity of operations; screen persons attempting to enter the property or restricted areas as outlined in department policy.
 - c. Report any unusual activity or situation that could cause injury or loss to patrons, employees, or the Ho-Chunk Nation or that might reveal a weakness or vulnerability to our ability to protect the assets of the Ho-Chunk Nation that is discovered, or reported to you in the course of patrol.
 - d. Document your involvement in, or knowledge of any all incidents of criminal activity, emergency response, violation of Ho-Chunk Nation laws, policy or procedure or other undesirable activity per departmental policy.



- e. May be required to perform dispatch duties delegating tasks, using the phone and radio communication systems to direct security and EMS staff.
 - f. Monitor computer based monitoring systems and equipment (e.g. security access control system, electronic key control systems, CCTV, metal detectors, body-worn cameras, environmental management and control systems, burglar and fire alarm systems, etc.) and provide prompt notification to appropriate personnel to resolve any problems that may arise.
 - g. Maintain a working knowledge of guests and employees who have been banned from re-entering the property and take action when trespassers are observed per policy.
9. Work cooperatively with local law enforcement, the responding ambulance service and be able to testify in court on behalf of the Ho-Chunk Nation.
 10. Practice the strictest confidentiality to protect the information related to patients, patrons, guests, employees, company policies, protocols, incidents and systems used in the course of your duties.
 11. Daily communication with staff regarding property maintenance and projects, special events and promotions, which help guide guests and employees with alternative routes and/or options to a specific destination.
 12. Must complete all mandated training annually for this position and the Security Officer position.
 - a. Maintain state EMT licensure.
 - b. Retain required certifications on specific course requirements.
 13. Perform other duties assigned within the scope of this position.

JOB RESPONSIBILITY

Job Reports to	Supervisor – See Organizational Chart
Leadership Accountability	Implements Operating Plan
Supervisory Accountability	None
Organizational Accountability	Manages work group within a sub-unit of a department
Financial Accountability	None
Customer Accountability	Interfaces with officials, executives, regulatory authorities, and outside and inside customers
Freedom to Act	Operates with significant independence and subject to general input and regular review by supervisor

MINIMUM QUALIFICATIONS

EDUCATION:

1. Must have a high school diploma or equivalent.
2. Required to have a valid/current State of Wisconsin Emergency Medical Technician License.
3. A current Healthcare Professional level CPR certification is required.

ESSENTIAL:

1. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.
2. Maintain complete patient confidentiality.
3. Must not have been convicted of a felony, or convicted of an offense which is related to drugs, theft, fraud, children or elders.
4. Must be able to obtain and maintain a Gaming License.
5. Must have reliable transportation, a valid driver’s license and proper insurance where applicable.
6. Must be able to write, speak, and understand English.
7. Must be physically able to perform all duties.



EXPERIENCE:

1. Security experience is preferred.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Must be of sound mind and good moral character.
2. Uphold and maintain a high standard of patient care.
3. Must possess strong PC skills and knowledge of Microsoft products.
4. Ability to remain calm under stressful situations and use logic and rational judgement to solve problems.
5. Ability to calculate figures and amounts.
6. Ability to multitask and to concentrate on a task over a period of time without being distracted.
7. Must be able to interpret a variety of instructions furnished in written, oral, diagram or schedule form; speak, read, and write in English including but not limited to reading and comprehending documents, instructions and manuals, interpret meaning and retain information.
8. Ability to speak effectively to team members and guests of the organization in a public forum.
9. Must possess the ability to acquire a working knowledge of security procedures, and perform investigative procedures and techniques and systems including alarm, access control and identification systems.
10. Ability to accept change(s).

WORK PLACE RESPONSIBILITY

1. Maintains a safe and healthy work place environment.
2. Must be able to work independently as well as in a team environment with persons of diverse backgrounds.
3. Promote professional and positive public and employee relations.

WORKING CONDITIONS

1. May be exposed to a smoking environment frequently.
2. May be exposed to an elevated noise level.
3. While performing the duties of this job, will be required to sit, stand, walk, stoop, squat, push, pull, bend, crouch, crawl, climb, balance, run, talk and hear.
4. Is frequently required to lift and/or move fifty (50) pounds and may be required to lift and/or move up to two hundred (200) pounds or more with assistance.
5. May occasionally be exposed to all outside weather conditions for extended periods.
6. Ability to work irregular hours and extended shifts including late nights, early mornings, weekends and holidays.

KEY POSITION