



MESCALERO APACHE TRIBE

Position Description

JOB ANNOUNCEMENT

Position Title:	Child Care EMT-Supervisor (2)	
Department:	Child Care Program	Grade: NE5
Opening/ Closing:	Until Filled	Location: Mescalero (1) and Carrizo Site (1)
Hours:	Will vary from the hours of 7:30am – 5:30pm	

Job Summary

Responsible for the medical wellbeing, protection, safeguarding and security of the centers children, staff, and visitors.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found or assigned to this position.

Duties and Responsibilities

- Provides health care to children and staff at the center.
- Assess and treats minor health problems and injuries such as colds, cuts, and bruises.
- Takes temperature of children or staff as necessary.
- Administers prescribed medications as necessary.
- Documents health history on children.
- Reviews children's health histories to ensure they have their immunizations, checkup and are up to date with health requirements.
- Performs health screenings.
- Coordinates referrals to the medical home or private healthcare provider.
- Serves as a liaison between school personnel, family, community and healthcare providers to advocate for health care and a healthy school environment
- Cares for ill children until parent/guardian arrives.
- Coordinates staff trainings on health and safety issues.
- Answers telephones, checks email, assists visitors, and provides information.
- Assists in picking up children from head start or school.
- Responds to crisis or emergency situations that may occur following program approved procedures.
- Be a representative for the Health Service Advisory Committee through the Head Start.
- Performs other duties as assigned.

Minimum Qualifications

- High School Diploma or GED.
- Certified as an EMT-B or higher.
- Bilingual English/Apache preferred.
- Must be 18 years of age or older.
- CPR and First Aid Certified.
- Must be able to pass a physical exam within 45 days of hire.
- Must have a valid NM Driver's License.

- Must successfully pass a pre-employment drug/alcohol screen and background investigation, in accordance with the Child Care Protection Act.

Tribal preference and Native American Indian preference shall apply to all positions.

Knowledge, Skills and Abilities

- Knowledge of occupational hazards and applicable safety practices.
- Knowledge of medical assistance techniques and procedures.
- Knowledge of applicable federal, state, county, and local laws, regulations, and requirements.
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Skill in records management.
- Skill in providing health care.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to exercise independent judgment.
- Ability to work extended hours and various work schedules.
- Ability to respond to and remain calm in an emergency or crises.
- Ability to respect the dignity of each family, culture, customs and beliefs.
- Ability to work professionally and cooperatively with staff, parents, and community members
- Ability to maintain confidentiality.

Physical Demands

While performing the duties of this job, the employee regularly is required to sit, stand; walk; use hands to finger, handle, or feel; and reach with hands and arms above shoulder level. The employee frequently is required to stoop, kneel, crouch, or crawl; and talk or hear. The employee occasionally lifts children. The employee must lift and/or move up to 25 pounds.

Work Environment:

Work is generally performed in a childcare center or office with moderate to high noise level. Exposure to bodily fluids, urine, or feces of babies or infants and small children. Exposure to unpleasant odors and infectious disease. Evening, weekend, and/or holiday work will be required. Extended hours and irregular shifts may be required.

Interested persons may pick up a Tribal employment application from the Human Resources Department located at the Mescalero Activity Hall. You may also contact Myra La Paz or Adeline Wheeler Human Resources Department at (575)464-9273 or via email mlapaz@mescaleroapachetribe.com