

**NORTHERN CHEYENNE TRIBE
BOARD OF HEALTH
JOB ADVERTISEMENT**

POSITION: Disaster Emergency Services Coordinator **SALARY:** \$18.00-\$19.60

DEPARTMENT: Northern Cheyenne Ambulance Service

ACCOUNTABLE TO: Director of Emergency Services

OPENING DATE: August 20th, 2018 **CLOSING DATE:** August 30th, 2018

HOW TO APPLY:

1. Submit a completed NCT application,
2. Complete Resume
3. Three (3) current (within 1 year) letters of reference
4. Copies of certifications, (if claiming Veteran's Preference) a DD214
5. Tribal I.D. or Tribal Certification (if claiming Tribal Preference)
6. High School Diploma, or Equivalent
7. Prior DES experience.
8. **Valid** motor vehicle operator's license, and must be insurable under the Northern Cheyenne Tribes vehicle insurance policy.
9. **Current** American Heart Association Health Care Provider CPR Certification.
10. Pre-Hospital Trauma Life Support (PHTLS) certification, or must be obtained within one year of employment.
11. HAZ MAT awareness certificate, or obtain within 6 months of employment.
12. WMD awareness certificate, or obtained within 6 months of employment.
13. NIMS Certificate, or obtained within 6 months of employment

**Submit to the Northern Cheyenne Tribe, att: Human Resources Office, P.O.
Box 128, Little Wolf Capitol Building, Lame Deer, Mt. 59043**

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

QUALIFICATIONS: To include; Education; Experience; License; Certifications Prepares for, coordinates, and implements emergency and disaster functions (preparedness, response, recovery, and mitigation) to ensure continuity of government and operations, survival of the populace, and reduction of human suffering and property damage.

REQUIREMENTS:

1. Must have the ability to prepare and follow emergency operation plans.

2. Will search for and write grants to help enhance the emergency management program.
3. Must demonstrate good judgment, and attend regular management, and staff meetings.
4. Will hold/chair monthly Tribal Emergency Response Commission meetings.
5. Must have the ability to establish and maintain effective working relations with fellow employees, clinic/hospital staff, EMS units, fire units, police departments, rescue squads, management, tribal officials, state and county officials, and the public.
6. Will act as a liaison between the counties, state, and federal disaster emergency services coordinators, and the Northern Cheyenne Tribe, tribal and federal emergency workers, community volunteers, and the N. C. Tribal Emergency Response Commission.
7. Conducts exercises and the testing of emergency plans and warning systems, provides public education and training programs, maintain shelters and other monitoring programs.
8. Must have excellent verbal and written communication skills.
9. Must be able to handle conflict situations with good judgment, professionalism and courtesy.
10. Must have a working knowledge of the physical layout, streets, and demographics of the Northern Cheyenne Reservation.
11. Adheres to strict standards of confidentiality, following the Privacy Act, Confidentiality, and HIPPA Standards.
12. Adheres to the personnel, financial, travel, drug and alcohol, property, and purchasing policy manuals of the Northern Cheyenne Tribe.
13. Adheres to the In-house policies of the Northern Cheyenne Ambulance Service, and policies of the Northern Cheyenne Tribal Board of Health
14. Required to work nights, weekends, and holidays as needed.

DUTIES AND RESPONSIBILITIES:

1. Develops a Disaster Program to include Search & Rescue to conform to federal and state requirements, interprets the program to the public through various media, including newspaper, radio, and personal appearances.
2. Development/revision of the Northern Cheyenne Tribal Emergency Operations Plan, and any other appropriate disaster plans.
3. Aids in the development of disaster plans by any tribal or federal entity on the Northern Cheyenne Reservation.
4. Serves as operational area coordinator, confers with tribal, county, state, and federal officials on emergency services/disaster preparedness matters.
5. Prepares special reports and/or periodic required reports, prepares correspondence and maintain records.
6. Development of training and education programs to include response, recovery, & mitigation for regular and volunteer personnel.
7. Conducting practice table top/exercises to insure the efficient operation of the Northern Cheyenne Tribes Emergency Organization.

8. Coordinating the activity of local, state, federal, public and private agencies within the Northern Cheyenne Reservation engaged in any emergency or disaster.
9. Negotiating with owners or persons in control of buildings or property for the use of such buildings or property for emergency or disaster relief purposes and designating suitable buildings as public shelters.
10. Establishes work flow priorities and ensures that deadlines are met, attends emergency management related meetings and trainings within and outside of the Northern Cheyenne Reservation.
11. Safely operates GSA/EMS vehicles in accordance with the current motor vehicle laws and GSA motor vehicle policies.
12. Works in hazardous environments.
13. Works with local/area EMS, fire and law enforcement agencies as a team for a coordinated effort on the Northern Cheyenne Tribes behalf.
14. Participates actively in program QA/meetings.
15. Shall be punctual, in response to related emergencies.
16. To act always in a professional manner and shall be able to handle conflict situations with good judgment.
17. Shall follow the N. C. Ambulance/Tribal Board of Health chain of command.

PUBLIC RELATIONS:

1. Participates actively in public awareness and community education programs related to the Northern Cheyenne Emergency Management/Tribal Board of Health Programs.
2. Maintains professional appearance of the approved uniform and maintains hygienic and grooming standards.
3. Works on special projects as delegated by the program supervisor.

PHYSICAL DEMANDS:

1. Must be in excellent physical health with no medical disabilities that would impair your duties as an Emergency Manager.
2. Will drive/operate motor vehicles, and work in all types of weather and terrain.
3. Considerable lifting and moving of heavy equipment required.
4. Work with present considerable hazards, i.e., communicable diseases, explosions, hazardous chemical spills, violent persons, potential fire risks, and severe weather conditions.

EDUCATION:

1. High School Diploma, or Equivalent
2. Provides for ongoing personal growth in Emergency Management through education and maintenance of certifications.
3. Maintains functional awareness of all national, state and local Emergency Response guidelines/protocols.
4. Documents all activities in an acceptable manner.
5. Must possess basic teaching skills.
6. Develop a plan for maintaining own professional growth and development.
7. Maintain a high level of competency within the staff.