



MUCKLESHOOT INDIAN BINGO

JOB POSTING



Muckleshoot Indian Bingo is an Equal Opportunity Employer but does practice Indian Preference hiring in accordance with Public Law 93-638, the Indian Self Determination and Education Act.

Per MIB Policies, employees must pass a pre-employment Alcohol and Drug test and be free of drugs and alcohol.

JOB TITLE: Emergency Medical Technician

HR UPDATE: 3/2021

GAMING LICENSE REQUIRED: Class IIA

GRADE: H10 / \$20.24

STATUS: Hourly, Non-Exempt

POSITION REPORTS TO: Security Shift Manager

JOB SUMMARY: EMT provides emergency medical services to employees and guests with a high level of guest service; maintains supplies and equipment in a state of readiness; quickly assesses life-threatening emergencies and provides appropriate care. This job has no management authority.

LICENSES OR CERTIFICATIONS (required/preferred):

- Valid WA State Driver's License required.
- Must possess and maintain current CPR and Washington State Emergency Medical Technician - Basic (EMT-B) Certificate.

EDUCATION, EXPERIENCE AND TRAINING FOR POSITION (required / preferred):

- High school diploma or GED equivalent required.
- Experience using computers and various computer applications and software including Microsoft Word, Excel, PowerPoint, and Publisher preferred.
- Must have a minimum of 18 months current experience in an EMT role.

SPECIFIC SKILLS/KNOWLEDGE/ABILITIES REQUIRED FOR POSITION:

- Demonstrate excellent guest service skills.
- Demonstrate ability to handle multiple tasks simultaneously with speed, efficiency and attention to detail.
- Exhibit ability to work independently and perform clerical assignments with occasional instruction or assistance.
- Exhibit working knowledge of computers and computer applications, including spreadsheets, databases, and word-processing.
- Exhibit knowledge of business practices, correspondence and typing formats, including correct English grammar, spelling, and punctuation.
- Demonstrate ability to use office machines and equipment, including, but not limited to personal computers and software, copy machine, fax machine, binding machine, laminator, and calculator.
- Demonstrate ability to file and maintain office records, both in electronic and paper form.
- Demonstrate ability to work with confidential information and correspondence.
- Knowledge of emergency medical procedures, first aid, CPR and basic life support techniques.
- Knowledge of security and risk policies and procedures.
- Ability to work in a fast-paced, busy, and somewhat stressful environment and maintain physical stamina, positive mental attitude while dealing effectively with guests, management, employees, and outside contacts while working under pressure and meeting deadlines.
- Ability to communicate effectively in a positive/upbeat fashion utilizing English; both in oral and written form.
- Ability to provide clear verbal and written instructions, prepare reports, and documents necessary to perform tasks.
- Demonstrated ability to investigate medical incidents, interview witnesses and draft legible, factual reports.
- Excellent guest service skills. Problem solving and conflict management skills.
- Excellent report writing skills.
- Utilize portable radio or cell phone to stay in contact for the Department, as needed.
- Must be able to stand/walk for extended period of time, or throughout shift.
- Must pass a background check and drug test.

ADDITIONAL REQUIREMENTS:

- Ability to lift at least 50 lbs., occasionally higher with assistance. May regularly need to lift/ move, push or pull up material or boxes necessary to the job functions, with or without assistance. Position requires considerable and consistent walking, running, jogging, and standing on feet to complete assigned shifts and for extended periods of time in extreme weather conditions and temperatures.
- Specific vision ability includes close vision, distance vision, color vision, peripheral vision, and depth perception. Visual acuity to discern and examine text, graphics, color and symmetry. Speech to communicate clearly, express ideas and convey information in an understandable manner.
- Exposure to secondhand smoke, moderate to high noise level, bright lights, fluctuating temperatures, or weather conditions.

***This Posting is not inclusive all expected qualifications and expectations of this position. The Job Description is available for your review in the Muckleshoot Bingo Human Resources office.**

OPEN DATE: 3/24/2021

CLOSE DATE: When filled