

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT  
JOB ANNOUNCEMENT**



**Announcement #** 2019-120      **Issue Date:** 05-17-19      **Closing Date:** 05-23-19

**Dispatcher I**  
**White Swan Health Clinic/Ambulance**  
**Department of Human Services**  
**Hourly Wage: \$10.87/Regular/Full-Time**  
**Location: White Swan**

This is a highly confidential job with shift work hours that will affect family life style. Assigned duty roster work shift cover 24 hours, 7 days per week, 365 days per year schedule. The person in this position will answer the telephone and must be able to deal with callers who are having an emergency situation; the incumbent must remain calm, take all information needed to send the ambulance crew using a two way radio. This employee will document information using a computer and confidential forms used at the dispatcher desk. The person must be reliable, punctual, dependable, and able to work on call, as needed on a twenty four hour basis according to the assigned duty roster. This position requires the employee to work as a team member of the program to ensure a cohesive unit. This position requires the employee to perform light housekeeping to keep the work site clean and sanitary, includes: dusting, sweeping, mopping and vacuuming the emergency medical wing of the facility. Work hours will vary working on call as needed during the day and night.

**Knowledge, Skills and Abilities:**

- Knowledge of two way radio operations, techniques, and procedures.
- Demonstrated oral and written communication skills.
- Ability to handle stressful situations.
- Ability to speak in a clear concise, well-modulated voice.
- Ability to adjust to rotation schedule.
- Willingness and ability to work beyond scheduled work hours if needed.
- Knowledge of Yakama Nation traditions, customs, and culture.
- Ability to use hand tools, lawn mower, snow blower, and weed cutter.
- Knowledge of the Lower Valley area geography, roads, homes and landmarks.
- Ability to perform first aid and assist ambulance staff with after business hours walk in patients.
- Must be able to work professionally with co-workers, supervisors, Law Enforcement, EMS agencies, Yakima County Fire, and all health care facility staff.
- Must be willing and able to work as a team member of the program to ensure a cohesive unit.
- Performs other duties as assigned.

**General Recruiting Indicators:**

- Must obtain a valid Basic First Aid/Cardiopulmonary Resuscitation certification or be able to provide one within 3 months of hire.
- Ability to pass pre-employment alcohol and drug test.
- Ability to pass pre-employment background check.
- Yakama Enrolled Preference.