

**SHOALWATER BAY INDIAN TRIBE
JOB DESCRIPTION**

Job Title: CHR Transport and Para-Transit
Reports To: Health Director
FLSA Status: Non-exempt
Prepared By: Human Resources
Prepared Date: 1/16
Approved By: Health Director
Approved Date: 2/16

SUMMARY:

CHR Transport:

Provide transportation for specialty care: (Medical, Dental and Behavioral Health) for Tribal members who have no other means of transportation in accordance to Shoalwater Bay Wellness Center Transportation Policy. Escorts patients between sites and provides individualized assistance/accommodation required by the individual's situation.

Para-Transit Contract: (Medicaid Eligible)

Provide specialty care transportation for Shoalwater Bay Wellness Center patients (Native and Non Native) residing in Pacific County. Escorts patients between sites and provides individualized assistance/accommodation required by the individual's situation.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

CHR Transport:

- In accordance with Shoalwater Bay CHR approved transportation policies, provides transportation to Medical/Dental/Behavioral Health and specialty facilities for patients who have no other means of transportation.
- Transport passengers safely and in a timely manner.
- Must be patient and kind in communicating with passengers.
- Must be readily available to physically assist passengers in entering and exiting the vehicle as well as securely entering the building at their destination.
- Maintain GSA accurate logs and records of activities.
- Must keep vehicle clean and maintained in accordance with GSA regulations.
- Maintain possession of current, valid Washington State Driver License.
- Maintain possession of current auto insurance.
- Maintain possession of current CPR and Basic First Aid certification.
- Available to leave prior to 8:30am for transports and work past 4:30pm
- Must have no more than 1 ticket in a 3year period.
- Maintain CHR data package/Scheduling package with updates on transports. (Community and Para-Transit services)
- Available to attend away trainings as needed.
- Maintains patient confidentiality and HIPAA compliance.
- Carry out community health and outreach activities as delegated or directed by Health Director.
- Assist with Health Clinic any related functions or activities as delegated by Health Director

Para-Transit Requirements to be able to drive Medicaid Clients:

- Must be 21 years or older
- Approved background check
- Approved Driver Abstract - no more than 1 ticket in a 3 year period.
 - No DUI/Negligent Driving within a 10 year period

- Valid Driver's License
- Valid automobile insurance
- Pre-employment and yearly Drug screening unless involved in an accident then immediate.
- Driver Training to be completed through Para-Transit in Bremerton
- Yearly refresher classes required
 - First Aid/CPR/Blood Borne Pathogens
 - Defensive Driving
 - Fire Suppression
 - Passenger Assist Training
 - Child safety restraint training

The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.

SUPERVISORY REQUIREMENTS: This position has no supervisory responsibilities.

COMPETENCIES:

Patient Service – Manages difficult or emotional patient situations; responds promptly to patient needs; responds to requests for service and assistance; meets commitments.

Interpersonal Skills – Focuses on solving conflict; maintains confidentiality; listens to others without interrupting; keeps emotions under control.

Oral Communication – Speaks clearly and persuasively in positive or negative situations; listens and obtains clarification; responds well to questions.

Written Communication – Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.

Ethics – Treats people with respect; works with integrity and ethically; upholds organizational values.

Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position.

Safety and Security – Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

Dependability – Follows instructions, responds to management direction; takes responsibility for own actions; commits to long hours of work when necessary.

Attendance and Punctuality – Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be 21 years or older
- Ability to safely transport passengers and drive a GSA vehicle.
- Ability to learn and practice safety procedures.
- Ability to write reports and complete forms in a clear, concise manner.
- Ability to understand and follow oral and written instructions.
- Ability/willingness to demonstrate and maintain a driving record with no moving violations.
- Knowledge of State of Washington traffic codes and rules of the road.

- Knowledge of principles of the safe operation of a motor vehicle
- Knowledge and ability to apply sensitivity in interacting with senior and disabled patients.
- Ability and willingness to work flexible hours, evenings, nights, holidays and weekends, as necessary.
- Ability/willingness to attend necessary trainings.

EDUCATION and/or EXPERIENCE: High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS: Ability to read and comprehend instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS: Basic mathematical skills; addition, subtraction, multiplication, division, decimals and fractions.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Physical strength and agility sufficient to assist large, elderly and/or disabled individuals to and from the vehicle, including utilizing pushing, pulling, bending, stooping and lifting.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The CHR Transporter and Paratransit driver is expected to safely operate a vehicle in all kinds of weather and on all types of highways and roads.

AT-WILL EMPLOYMENT: This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job related instructions and to perform any other job related duties requested by any person authorized to give instructions or assignments.

The employment relationship with Shoalwater Bay Indian Tribe is voluntary; there is no specified length of employment. Accordingly, either the Shoalwater Bay Indian Tribe or the employee may terminate the employment relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

This document does not create an employment contract, implied or otherwise.