

SUSANVILLE INDIAN RANCHERIA
Lassen Indian Health Center
795 Joaquin Street
Susanville, CA 96130

POSITION ANNOUNCEMENT

POSITION: Lead Transportation Aid
DATE OF ANNOUNCEMENT: July 8, 2016
CLOSING DATE: July 20, 2016
Hours: Full Time
Salary: \$12.00 to \$13.50/hr

GENERAL STATEMENT OF RESPONSIBILITY:

The Lead Transportation Aid will provide safe transportation for client's medical or psychosocial needs as directed by Chief Operating Officer and report any medical problems arising during transport to supervisor. He/she will be responsible for transportation schedule and maintaining transport records. He/she will be responsible for arranging for, and documenting of, vehicle maintenance and repair.

SPECIFIC DUTIES

1. Transport clients to and from doctor's offices, hospitals and other destinations as directed by Chief Operating Officer.
2. Coordinates transportation schedule using the RPMS Transportation Scheduling Package.
3. Report any medical problems or problems with transport to Chief Operating Officer.
4. Prepare for client consult by insuring possession of all required paperwork, records, referrals etc.
5. Keep daily records of mileage, destinations and clients served, as well as cancellations and other activities including preparation of "no show" letters.
6. Report, obtain authorization, and arrange for repairs of any mechanical problems or damage caused by accidents involving clinic vehicles.
7. Maintain clinic vehicle as outlined in "Preventative Maintenance Procedure."
8. Prior to each transport make sure the vehicle is equipped with the following: a safety belt for each passenger, first aid kit, thermal blankets, water and hard candy.
9. Act as an advocate for the client during transport and at the facility to which the client has been transported.

10. Advise Chief Operating Officer when transports need to be arranged through the Outreach Department.
11. Take responsibility and act as an advocate for the Clinic and client in ensuring that appropriate follow-up is pursued concerning ANY potential questionable transport situation that may arise.
12. Responsible for scheduling use of clinic vehicle and key maintenance. Prepare monthly vehicle mileage reports to be submitted to GSA.
13. Will review and make recommendations annually to Transportation Policies.
14. Contributes to team effort by participating in the Susanville Indian Rancheria's facility wide program improvements, goals and standards.
15. Other duties as assigned.

QUALIFICATIONS

1. Must possess a High School Diploma or equivalent.
2. Must possess a valid driver's license with no more than five MVR points and be insurable as determined by the Susanville Indian Rancheria insurance provider.
3. Must have physical ability to assist clients in and out of vehicle and to their destinations, if necessary.
4. Must have ability to obtain CPR certification within three months and maintain current certification thereafter.
5. Must not be a registered sex offender for any offense involving force, duress, threat or intimidation.*
6. Must not be habitually or excessively use or be addicted to narcotics or dangerous drugs or have been convicted during the preceding seven years of any felony offenses relating to the use, sale, possession or transportation of narcotics, addictive drugs or alcohol. Must not habitually or excessively use intoxicating beverages.*
7. Have ability to work independently and cooperatively.
8. Must be able to relate to Native Americans.

Preference will be given to Native Americans (42 CFR 36.221).

*Authority cited: Sections 14105 and 14124.5, Welfare and Institutions Code.
Reference: Section 14132, Welfare and Institutions Code.