



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

POSITION ANNOUNCEMENT

Position: Transportation Manager/LIHC
Date of Announcement: July 14, 2016
Closing Date: July 28, 2016
Salary: \$15.00- \$22.00/hr- DOE
Hours: Full Time

GENERAL STATEMENT OF RESPONSIBILITY:

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

SPECIFIC RESPONSIBILITIES:

1. Transport clients to and from doctor's offices, hospitals and other destinations as directed by Chief Operating Officer.
2. Manages all aspects of the transportation department, including scheduling of transports, transportation safety and continued training of transportation staff.
3. Is responsible for keeping current on vehicle laws and safety and ensures training of the transportation staff.
4. Manages and coordinates transportation schedule using the RPMS Transportation Scheduling Package.
5. Report any medical problems or problems with transport to Chief Operating Officer.
6. Prepare for client consult by insuring possession of all required paperwork, records, referrals etc.

7. Keep daily records of mileage, destinations and clients served, as well as cancellations and other activities including preparation of “no show” letters.
8. Report, obtain authorization, and arrange for repairs of any mechanical problems or damage caused by accidents involving clinic vehicles.
9. Maintain clinic vehicle as outlined in "Preventative Maintenance Procedure."
10. 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.
11. Act as an advocate for the client during transport and at the facility to which the client has been transported.
12. Advise Chief Operating Officer when transports need to be arranged through the Outreach Department.
13. 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.
14. Responsible for scheduling use of clinic vehicle and key maintenance. Prepare monthly vehicle mileage reports to be submitted to GSA.
15. Will review and make recommendations annually to Transportation Policies and staffing needs.
16. Contributes to team effort by participating in the Susanville Indian Rancheria’s facility wide program improvements, goals and standards.
17. Other duties as assigned.

QUALIFICATIONS:

- 1 Must have High School Diploma or equivalent.
- 2 Minimum of 3 years management experience required, 5 years preferred.
- 3 Transportation or scheduling experience preferred.
- 4 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.
- 5 Must have physical ability to assist clients in and out of vehicle and to their destinations, if necessary.

- 6 Must have ability to obtain CPR certification within three months and maintain current certification thereafter.
- 7 Prefer experience with vehicle safety and safe driving procedures.
- 8 Prefer experience maintaining vehicle logs.
- 9 Must be able to maintain confidentiality.
- 10 Must have the ability to work independently and cooperatively.
- 11 Must be able to relate to Native Americans.
- 12 Previous medical clinic experience preferred.
- 13 Preference will be given to Native Americans (42 CFR 36.221)