
LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS

HUMAN RESOURCES

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**JOB VACANCY****POSTED 1/9/2018 UNTIL 1/23/2018**

POSITION: Medical Transport Driver
DEPARTMENT: LVD Clinic
SUPERVISOR: Community Health Representative
LOCATION: LVD Clinic
EMPLOYMENT: Part Time
SALARY/PAY RATE: \$11.24 - \$14.06 Per/hr

DESCRIPTION:

Provide patient transportation to and from non-emergency medical appointments. Comply with the LVD transportation policy, provide transportation with Tribal GSA fleet vehicle and provide maintenance upon completion of each transport.

RESPONSIBILITIES:

- Responsible to provide reliable and safe transportation of patients to appointments.
- Communicate effectively with patient, supervisor and professional staff.
- Maintain cultural sensitivity, respectful and be empathetic towards the patients' needs.
- Individual must adhere to all motor safety laws
- Coordinate schedule as provided by the Community Health Representative and report illness or request leave immediately to avoid interruption of service of patients.

MINIMUM QUALIFICATIONS:

- High school diploma or pursuing GED Certificate
- State issued chauffer's driver license
- First aid/ CPR Certification within 90 days
- Background Check
- Adhere HIPPA confidentiality policy laws
- Insurable per fleet management policy

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.

Date Approved by the Tribal Council: September 25, 2014