

Shoshone-Paiute Tribes, P.O. Box 219, Owyhee, Nevada 89832, PH: (208) 759-3100, Fax: (888) 476-7269

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## **JOB ANNOUNCEMENT**

**POSITION:** Patient Transportation Driver

**PROGRAM:** Community Health

**SUPERVISOR:** Community Health Nurse

**SALARY:** \$13.25 per hour (Grade 9, Step 5)

**CLASSIFICATION:** Non-Exempt

**LOCATION:** Provides medical transportation for DVIR residents to/from surrounding cities/towns

**OPENS: September 30, 2021**

**CLOSES: October 15, 2021**

**SPECIFICATIONS:** All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application). Please attach all required documentation as specified in the Job Announcement. **Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (l) of the Title VII of the Civil Rights Act of 1964, as amended.

**The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.**

All Interview notifications will be made by certified mail. It is your responsibility to notify Human Resources if your mailing address and/or phone number changes.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

**THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES. In accordance with Shoshone-Paiute Tribes' Resolution No. 95-SPR-135**

**SPECIAL CONSIDERATIONS:**

This position is subject to random drug testing and a background check as a condition of employment. This individual operates Tribal vehicles and equipment on a regular basis. This person comes into close contact with children and seniors in the course of delivering services to the community.

**JOB SUMMARY:**

Under the supervision of the Community Health Nurse at the Owyhee Community Health Facility, the incumbent will provide transportation to homebound patients of the Duck Valley Indian Reservation.

### **DUTIES AND RESPONSIBILITIES:**

Full Time incumbent will provide weekly transportation of homebound patients to assigned dialysis center (either Elko, NV, Boise, ID, and/or Meridian, ID), according to predetermined schedule.

Intermittent incumbent will provide transportation of homebound patients to medical appointments in surrounding cities/towns (typically 150 miles or less one-way), depending on need and availability.

Must maintain and observe vehicle safety rules while driving vehicles.

Will assist passengers during boarding and exiting from the vehicles.

Will operate the wheelchair lift in loading and unloading of wheelchair-bound individuals.

Will be expected to complete daily/weekly inspections of the vehicles. Will include regular cleaning of the exterior and interior of vehicles.

Will check vehicle fluid levels (i.e. antifreeze, oil, gas & tire pressures) to insure proper operation. Deficiencies will be reported to GSA supervisor.

Will keep accurate vehicle logs that include mileage, fuel and passenger totals on a daily basis.

May provide transportation to and from medical appointments, as needed.

Will perform other related duties as assigned by supervisor.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to follow written and oral instructions.

Ability to communicate with employees, elders, and public in an effective manner.

Ability to stand, stoop, lift moderate weights, and pull and push items (e.g. wheelchairs).

Ability to sit for extended periods of time to perform job duties.

Routinely complies with HIPAA standards and maintains patient confidentiality.

### **MINIMUM QUALIFICATIONS:**

High School Diploma or GED is required.

Must have a valid Idaho and/or Nevada State Driver's License; will be required to show proof upon hire.

Current CPR or BLS certification or must be obtained within 30 days of hire.

No serious traffic violations (DUI/Reckless Driving, etc.). Must provide a current motor vehicle report, with no more than 1 “at fault” accident within the last 3 years.

Must be willing to work with elders of the Tribe; patience and a pleasant attitude are a requirement.