**Consolidated Tribal Health Project, Inc.**

# POSITION DESCRIPTION

**POSITION:** Transporter  **Dept:** Transport

**REPORTS TO:** Community Outreach Manager **FSLA Status:** Non-Exempt

**SUPERVISES:** None

**POSITION SUMMARY:** The Transporter will provide transportation to eligible CTHP patients. The Transporter will work closely with agency departments to provide transportation and access to services.

**DUTIES AND RESPONSIBILITIES:**

1. Provide safe and efficient transportation services to individuals eligible for transportation services in accordance with Transportation Department policies.

2. Provide routine cleaning and maintenance schedules on agency vehicles.

3. Prepare and maintain a transportation schedule for eligible residents of the service area.

4. Transport client to CTHP and, if referred, to other medical, dental and/or human care agencies for appointments.

5. Prepare and submit weekly, semi-monthly and/or monthly reports as required for CTHP and other agencies such as Indian Health Service (IHS).

6. Maintain clear communications with clients, departments and other service agencies.

7. Willingly performs other duties as assigned.

**QUALIFICATIONS AND REQUIREMENTS:**

1. High School Diploma or GED.
2. Be able to relate to and have knowledge of people in the community; obtain their trust and confidence.
3. Proof of current California Driver's License.
4. Ability to work with clients.
5. CPR and First Aid certification or willingness to obtain training in CPR and First Aid.

## **INDIAN PREFERENCE:** Preference in filling vacancies will be given to qualified Indian candidates, in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). In other than the above, CTHP is an equal opportunity, affirmative action employer, and does not discriminate in employment decisions based on race, color, religion, gender, national origin, age disability or sexual orientation.

**NOTICE OF DRUG-FREE WORKPLACE ACT REQUIREMENT:** CTHP is required to implement the Drug-Free Workplace Act of 1988, 45 CFR Part 76, Subpart F. As such, it is unlawful for employees to manufacture, distribute, dispense, possess, or use a controlled substance on the job site. Employees who are reasonably suspected of violating this act may be subject to drug testing as a condition of employment. Employer required fitness examinations shall include drug testing as evidence of employee and employer compliance with the Drug-Free Workplace Act.

# 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 maybe made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand and/or smell. The employee is occasionally required to walk; sit and climb or balance. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision and depth perception.

**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 noise level in the work environment is usually average.

**HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)**

This act was enacted to deal with three main areas with regard to patient information.

1. Security of health information;
2. Standards of electronic transactions; and
3. Privacy of ‘individually identifiable health information.’

I have read and understand all aspects of this job description.

Employee Signature Date