

Sauk-Suiattle Indian Tribe

Job Description

Job Title: Transporter
Department: Health & Social Services
Reports To: Kris Koenig, CO-Director
Status: Hourly
Approved By: Ronda Metcalf, General Manager
Approved Date: September 17, 2013

Summary: Will provide transportation services for clients who are “Direct Care Eligible” and who meet the requirements of the Transportation Policy for needed medical, dental, alcohol treatment, mental health, and social services.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Provide limited transportation services for medical and social service appointments, events, or activities on a scheduled basis.
- Receives requests for transportation services; checks appointment book to verify if requested time is available. Schedules transportation date in appointment book and informs client of the expected time of departure for approved client. Informs client why transportation services are denied and recommends alternative dates and/or times for denied clients.
- Receives requests for transportation services for Program Activities and provides transportation on an as needed basis.
- Transports clients to inpatient treatment facilities. Requests must be requested through a standard request form by an SSIT employee. Transport must be done in the accompaniment of MH/SW, Alcohol Counselor, CHR or ICWW.
- Provide transportation to immediate family members who have siblings and/or parents in critical condition in hospitals/inpatient facilities to support and increase morale of said patient.
- Manages use of Health & Social Services vehicle use requests.
- Coordinates back-up transport services for times he/she will not be available.
- Coordinate maintenance and repair of department vehicle.
- Conduct safety check on vehicle prior to each transport.
- Clean and sanitize the interior and exterior of vehicle on a regular basis.
- Assist with departmental activities on an as-needed basis.
- Other duties as assigned.

It is expected of all Sauk-Suiattle Tribal employees to demonstrate and show respect to all Directors, Supervisors, Managers, and fellow employees at all times.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are

representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school diploma or GED required.

Computer Skills

To perform this job successfully, an individual should have knowledge of Word Processing Software and Spreadsheet software.

Language Skills

Ability to comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Certificates, Licenses, Registrations

Current Washington State driver's license and must have a good driving record, must provide a motor vehicle driving abstract from DMV. First Aid/CPR and Bloodborne Pathogens Certification required. Must be able to pass a Criminal History Background Check per 25 USC. Must pass a Department of Transportation physical.

Physical Demands/Work Environment: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be required to sit; stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch; talk or hear. The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision and ability to adjust focus. Required extensive sitting.

Culturally Sensitive: All employees must be culturally sensitive to the customs, traditions, practices, and sovereign status of the Sauk-Suiattle Indian Tribe.

Drug Free Workplace: Sauk-Suiattle Indian Tribe is a drug-free workplace. All employees are subject to a pre-employment drug screen.

Background Check: All employees must be able to pass a background check per Sauk-Suiattle Indian Tribe's Background Check Policy.

Reporting: Will report directly to Health & Social Services Office Manager, under the supervision of the Health & Social Services Director.

This job description does not constitute an employment agreement between SSIT and the employee, and is subject to change by SSIT as the needs of the tribe and the requirements of the job change.

NATIVE AMERICAN PREFERENCE APPLIES

Employee Signature

Date

Supervisor Signature

Date