



Spirit Lake Tribe
P.O. Box 359
Fort Totten, North Dakota 58335
slthr@spiritlakenation.com

Job Title:	Transportation Assistant	Open Date:	December 28, 2018
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Position Objective Summary: Provide leadership, employee supervision, support and vision for the non-emergency transportation of patients/clients to and from hospitals, convalescent facilities, dialysis centers, rehabilitation centers, medical offices and they're private residencies in a safe, secure and professional manner.

Job Responsibilities:

Administrative:

- Will work with Transportation Manager in monitoring all Medical Assistance, Medical Emergencies, and ER Discharges.
- Monitors Meal Vouchers, Hotel Reservations and making sure documentation is being provided for all patients needing this service.
- Will work with Transportation Manager on monitoring Transportation Board and assigning the drivers routes/schedules on a monthly basis as the driver schedules rotate every month.
- Assistant will log and track all medical assistance, hotels and meal vouchers and turn in report every month to Transportation Manager.
- Will scan documents on a weekly basis.
- Answer all incoming calls.
- Will provide coordination to medical appointments during the weekday for patients in accordance with state, tribal and federal regulations.
- Will report to Manager immediately of any non-routine occurrences/conditions.
- Follow route directions, coordinate and maintain accurate descriptions of patient stop locations, and times with Medical Transportation Services.
- Performs routine office tasks, such as typing, filing, proof reading, and maintenance of service logs and data entry. Will ensure all patient paperwork is in order and filed.
- Monitors the appointment slips on any medical appointments or referrals.
- Maintains a professional presentation of self and work station, also maintains patient control and discipline that ensures the safety of all vehicle passengers.

Communication:

- Dispatches in person or telephone to accommodate any route changes, patient issues, or special requests.
- Work closely with drivers and communicate closely with 3rd Party Biller on all patients seeking transportation and making sure all proper paperwork is provided upon receiving services.
- Safety First! Weather or road conditions may cause the Spirit Lake Health Department to cancel the scheduled transportation appointment, in such instances the coordinator will contact the transporter and they will call the client, the client must have contact information.

Compliance:

- Stay in compliance with GSA regulations and make sure drivers are abiding by all regulations and having drivers go through updates with GSA Fleet Trainings.
- HIPAA Certified/CPR-First Aid Certified.

Position Qualification Preferences:

- Knowledge of operations, services, activities of a Tribally operated Transportation Service.
- Principles of record keeping.
- High School Diploma/Trade school training specific to job functions.
- Occupational Hazards and Safety Precautions commonly associated with the job duties of this position as those relate to the operation of equipment and exposure to hazardous waste pertinent to Federal, Tribal, State, and local laws, codes, and regulations.
- Pertinent to North Dakota Department of Transportation Regulations.
- Understanding of Indian Health Service 638 Contracts/Compact, Grants Compliance.
- Functions & other requirements: Bi-lingual, English and Traditional Language.

Work Environment:

- Ability to work under pressure & maintain personal composure, evaluates situations and acts/reacts appropriately, use tact in dealing with staff, visitors, patients/clients and difficult situations. Ability to work independently in isolation, in private homes, which may be difficult to access with access roads difficult to traverse in varying weather conditions.
- The work environment characteristics described herein are representative of those an employee encounters while performing the primary functions of this job as a medical transporter in a remote, rural, and underserved community or population. Normal office & field conditions exist. Ability to travel as needed and flexibility with a shifting work schedule is expected. Administrative workload will be managed daily with additional hours and weekends required from time-to-time. Out of town travel is expected in the performance of duties and also for trainings, conferences, area meetings, & state meetings, etc.

Experience:

- Must have Class D license.
- Microsoft word/Excel experience is needed.
- Must have knowledge of GSA operational vehicles.
- HIPAA Certified/CPR-First Aid Certified.
- Knowledge of vehicle maintenance and repair.
- Must have a very clean driving record.
- No moving violations in the last three years.
- Must be 18 years of age, (minimum).

- Must be able to meet federal commercial medical requirements in 49 CFR 391 and submit a medical certificate.

Minimum Mandatory Qualifications:

- Education: High school diploma or GED with the ability to read, & write at a level necessary for the job performance.
- Must be willing to work more than eight hours per shift when required, perform job duties under all conditions.
- Must be able to perform the functions of this position with or without direct supervision, must have strong ethic of being timely, & dependable.
- Ability to work with the general public & clients with various backgrounds & medical needs, good verbal communication and basic health literacy skills.
- Ability to be courteous, tactful and cooperative throughout the work day. Ability to maintain confidentiality with regard to all phases of the job duties.
- Ability to use standard office equipment, such as the computer, printers, copies, embossing and shredding machines. Ability to learn new software systems.
- Have working knowledge of local reservation, its resources, needs and people. Have understanding of Native American population culture, belief system, living experiences.
- Must possess and maintain a current, valid, active and unrestricted North Dakota driver's license throughout the course of employment. See N.D. DOT requirements above for CDL and submit to medical examination by a health care provider every twenty-four months.
- Must be able to perform tasks unsupervised. Employer will perform background check and drug test.

Job Role:	Transportation Assistant	Company Industry:	Tribal Health
Exempt/Non-exempt	1/Assistant	Closing Date:	January 11, 2019
Employment Status:	Full-time 40 + hrs weekly/ varied hours apply	Supervision	Tribal Health Director
Monthly Salary Range:	Negotiable/DOQ	Manages Others:	NO
Number of Vacancies:	1	Classification: Exempt/Non-exempt	

Please Send Application to:

Name:	Spirit Lake Human Resource Dept	Email:	karenj@spiritlakenation.com normar@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-381-0204 or 701-381-0361	Fax:	701-766-1272

Application Procedure	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.
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