



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

Job Title:	Transportation Specialist/Driver	Open Date:	November 19, 2020
SLT Program:	Tribal Health	Close Date:	November 26, 2020

Position Summary: This position organizationally falls under the Medical Transportation Services Monitor. This individual has the responsibility for the provision of transportation to medical appointments, (weekday, weekend, or evening hours) for the individuals in the Spirit Lake Tribe service area and specifically those individuals who have diabetes or have been assessed as at risk. In addition to transportation this individual will serve as a patient escort and physically assist the patient as may be required. The individual has overall responsibility for the safety of the transport to and from medical appointments for designated beneficiaries of the program. This position works with other members of the health care team to organize the transportation details and is ultimately responsible for the well-being of the patient/client during transportation. Normal business hours are Monday thru Friday, 8:00 am to 4:30 pm. There will be transports on weekends, evening and some holidays should be expected. Must be able to comply with the early morning hours as the dialysis patients have to be at the hospital at a certain hour. These services are provided to all age groups. Schedules rotate on a monthly basis for all drivers. Routes will vary and you will transport all over the area; Devils Lake, Grand Forks, Fargo, Minot, Bismarck and any out of state appointments that may be needed.

Job Responsibilities:

- Will provide non-emergency transportation to medical appointments during the weekday, weekend, and evening hours for patients in accordance with state, tribal and federal regulations, must serve as a patient escort as needed.
- Monitor passengers for any medical or behavioral problems, administer First Aid/CPR and issue written reports as required. Notify your supervisor immediately of any non-routine occurrences/conditions.
- Aid in loading/unloading of passengers via the stairs or lift(s) mechanisms including securing wheelchairs, oxygen bottles, harnesses, seat belts, car seats, band and athletic equipment or luggage dictated by route assignment and need.
- Enter transports and mileage onto log sheet.
- Perform pre-trip and post-trip inspections on vehicles including examining the engine compartment, testing brakes and inspecting the chassis, interior and exterior of the vehicle. Fuel, service and clean vehicle in accordance with Tribal, state and federal regulations and policies. Report damage and malfunctions as required by Tribal policy and procedures.
- Follow route directions, coordinate and maintain accurate descriptions of patient stop locations, and times with Medical Transportation Services.
- Coordinate with Medical Transportation Services Scheduler-Dispatcher in person, radio, or telephone to accommodate any route changes, patient issues, or special requests.
- Performs routine office tasks, such as typing, filing, proof reading, and maintenance of service logs and data entry.

- Maintains a professional presentation of self and work station, also maintains patient control and discipline that ensures the safety of all vehicle passengers.
- Safety First! Weather or road conditions may cause the Spirit Lake Health Department to cancel the scheduled transportation appointment, in such instances the transporter will call the client, the client must have contact information.
- Maintain compliance with all grants, contracts, and Plans as represented by Risk Management and Infection Control, etc.
- Contribute to the reporting requirements as required by the Health Director-Planner (includes monthly and annual reports), other duties as may be assigned by the Health Director-Planner.

Position Qualification Preferences:

- Knowledge of operations, services and activities of a Tribally operated Transportation Service, operational characteristics of various vehicles.
- Principles of record keeping.
- 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 and other requirements: Bi-lingual, English and Traditional Language.

Work Environment:

- Ability to work under pressure and maintain personal composure, evaluates situations and acts/reacts appropriately, use tact in dealing with staff, visitors, patients/clients and difficult situations.
- 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 and 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, and state meetings, etc.

Experience:

- Must have Class D license with one year of experience
- Five years of experience operating a motor vehicle.
- 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:

- **HIPAA and CPR/First Aid training will be given once on board. No patient information should be shared or discussed in any public or transport setting. Confidentiality is a huge part in this profession.**
- **Education:** High school diploma or GED with the ability to read, and write at a level necessary for the job performance.
- Must be able to work in the field, travel from site to site and work through inclement weather conditions other any other factors which negatively impact the conditions of your position.
- 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, and dependable.
- Ability to work with the general public and clients with various backgrounds and 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, insurable under SLT driving policy. 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 Location:	Spirit Lake Tribe Health Department	Company Industry:	Spirit Lake Tribal Health
Job Role:	1/Transportation Specialist/Medical Driver		
Employment Status:	Full- time 40 + hrs weekly/varied hours apply	Supervision	Dakota Health and Wellness Transportation Coordinator
Monthly Salary Range:	Negotiable/DOQ	Manages Others:	no

Number of Vacancies:	One	Other:	Must be willing to stay overnight for medical purposes for patient transport.
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More detailed job description can be picked up in the Human Resource Department for this opening.

Please Send Application to:

Name:	Spirit Lake Tribe Human Resource Department	Email:	ndemarce@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten	Zip/Postal Code:	58335
Phone:	701-381-0204	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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