



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

Job Title:	Transportation Manager	Open Date	10/15/2024
Program:	Dakota Health & Wellness Transportation	Close Date	10/22/2024

Position Objective Summary: Provide leadership, employee supervision, support and vision for the non-emergency transportation of patients/clients to and from, convalescent facilities, dialysis centers, rehabilitation centers, medical offices and they're private residencies in a safe, secure ad professional manner.

Job Responsibilities:

Administrative:

- Overseeing and 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.
- Timekeeper, 90 day and annual reports for all 6 drivers and assistants.
- Monitors the Transportation Board and assigns the drivers routes/schedules monthly as the driver schedules rotate every month.
- The manager will do yearly budget mods when needed. Will comply with Financial Officer monthly.
- Maintain compliance with all grants, contracts, & Plans are represented by Risk Management & Infection Control etc....
- Contribute to the reporting requirements as required by the Tribal Health Director (including monthly reports & annual reports), other duties as may be assigned by the Tribal Health Director.
- Will provide coordination to medical appointments during the weekday, weekend, and evening hours for patients in accordance with state, tribal and federal regulations.
- Will report to supervisor immediately of any non-routine occurrences/conditions.
- The manager will track all requisitions, budget, and reconciliation on a daily, monthly, and yearly basis.
- Follow route directions, coordinate and maintain accurate descriptions of patient stop locations and times of Medical Transportation Services.
- Perform routine office tasks, such as typing, filing, proof reading, and maintenance of service logs and date entry. Will ensure all patient paperwork is in order and filed.
- Monitors the appointment slips and any medical appointments or referrals.

- Maintain a professional presentation of self and work station ,also maintains patient control and discipline that ensure 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 have drivers go through updates with GSA Fleet Trainings.

Making sure drivers and staff are updated on HIPPA/CPR & First Aid training.

Position Qualifications 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 are 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 Services 638 Contracts/Compact, Grants Compliances.
- Functions & other requirements: Bi-lingual, English and Traditional language.

Work Environment:

- Ability to work under pressure and maintain personal composure, evaluate situations and act/react 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 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. The ability to travel as needed and flexibility with 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 for training, conferences, area meetings, & state meetings, etc.

Experience:

- Must have a class D license.
- Must have knowledge of GSA operational vehicles.
- Knowledge/training of Medicaid and Sanford billing experience.
- HIPPA Certified/CPR-First Aid Certified.
- Knowledge of vehicle maintenance and repair.
- Must have a 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 39 and submit a medical certificate,

Minimum Mandatory Qualifications:

- Education: High School Diploma or GED with the ability to read and write at a level necessary for job performance.
- Must be willing to work more than 8hr 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 be courteous, tactful and cooperative throughout the workday. Ability to maintain confidentiality regarding all phases of the job duties.
- Ability to use standard office equipment, such as the computer, printers, copiers, embossing and shredding machines. Ability to learn new software systems.
- Have working knowledge of local reservation, its resources, needs and people. Understand 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:	Spirit Lake Tribal Health Department	Department	Tribal Health
Status	Full Time	Supervision	Tribal Health Director
Grade:	16	Manages Others:	Yes 6 drivers & 1 Assistant
Number of Vacancies:	1		
Please Send Application to:			
Name:	Spirit Lake Human Resource Dept	Email:	rcrosswhite@spiritlakenation.com or mkeo@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.		