



Job Title: CLIENT TRANSPORTER

Department /Office: Transportation Program- HDHHS

Reports to Whom (title): Transportation Coordinator

Salary / Hourly Range: 15

Job Classification Code: 7382

Level of Background Check: 1B

Status: NON-EXEMPT; Full-time, Part-time, Temporary

Driving Required: Yes

Revised: 10/14/2013

JOB DESCRIPTION:

Non-emergency client transporter. This position is responsible for providing transportation services to non- emergency clientele to and from a clinical facility

KEY DUTIES AND RESPONSIBILITIES:

(The following examples of duties are intended to be illustrative only and are not intended to be all-inclusive or restrictive.)

1. Operates vehicle to transport clients to and from the hospital/clinic for health services; assures the safety of clients and assists elderly and disabled clients with loading; establishes and maintains effective working relationship skills with clientele; and translates and interprets for clients/doctors on as needed basis.
2. Observes all highway and motor vehicle traffic laws assuring safety and comfort of all passengers
3. Establish and maintains a vehicle service log and schedules vehicle for servicing in accordance with manufacturers; recommendation; logs an accurate record mileage and relevant data as required by the program.
4. Conducts daily safety and preventive maintenance inspection of vehicle and records all findings, makes minor repairs, reports all major problems to supervisor and takes corrective action upon approval.
5. Communicates by use of two-way radio base station, keeping staff abreast of daily activity, changes in appointment/clinic schedules, etc.
6. Perform other related duties to achieve the scope of the work, goals & objectives and funding obligations.

PERSONAL CONTACTS:

Contacts are with employees within/outside the immediate work area, supervisor, clientele, hospital patients and other service organization/agency personnel and the general public. The purpose of these contacts is to provide services, assistance and exchange factual information.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:

The work involves some physical exertion such as long periods of sitting, standing, recurring bending, crouching, stooping, stretching, reaching or similar activity and lifting moderately heavy objects in excess of 25 lbs. Travel on and off the reservation is required

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:
 - A. Education : High school diploma or G.E.D. certificate:
AND
 - B. Experience : Four (4) months work experience in transporting and dealing with clients;
OR
 - C. Any equivalent combination of Education, Training and Experience, which demonstrates the ability to perform the duties of the position.
2. Required Knowledge, Skills and Abilities:
 - A. Knowledge:
 - Working knowledge of highway and motor vehicle traffic laws and safety practices applicable to transporting passengers
 - Working knowledge of preventive vehicle maintenance methods and practices
 - Working knowledge in providing services to the general public and varied age groups
 - B. Skills:
 - Excellent verbal and written communication skills
 - Excellent human relationship skills
 - Skills in operating a 9-12 passenger van
 - Basic skills in operating office equipment/machines
 - C. Abilities:
 - Ability to work independently with minimal supervision
 - Ability to understand and comply with written and verbal instructions
 - Ability to diagnose minor mechanical problems and make repairs
 - Ability to maintain strict confidentiality of client information/record
 - Ability to establish and maintain professional working relationship with others
 - Ability to work odd hours.

NECESSARY REQUIREMENTS:

1. Possess valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving Course
2. Possess or obtain and maintain, within 30 day of employment, First Aid/CPR certification
3. Must complete/pass a sensitive background investigation and fingerprint check in accordance with Hopi Tribal policy.
4. Must complete/pass an initial and random alcohol and drug testing
5. Possess a clean driving record within the past two (2) years of application

DESIRED QUALIFICATION:

1. Speak and understand the Hopi language.