

COMMUNITY HEALTH REP. DRIVER

Position Announcement (In-House/Tribal Members)

JOB SUMMARY:

Help promote and maintain the health of tribal member and members of federally recognized tribes residing on the Kaibab Paiute Indian Reservation by providing transportation services to meet medical needs by coordinating with the Community Health Representatives Program.

TITLE:	CHR Driver
DEPARTMENT:	Community Health Representatives (CHR)
SUPERVISOR:	CHR Director
OPENS:	January 12, 2018
CLOSES:	January 19, 2018
STATUS:	Full-Time/Benefits after 90 days
SALARY:	\$9.50 an hour

DUTIES & RESPONSIBILITIES:

Act as primary transportation driver for the CHR Department's programs. This includes, but is not limited to:

- Drive patients to and from medical facilities, these trips can be local or long distance
- Assist and attend to the comfort and well-being of all passengers
- Provide special attention and service to the elderly and disabled
- Pick up patients' prescriptions at the pharmacies that the CHR Department uses
- Help maintain CHR vehicles, i.e. clean, wash, vacuum and make sure oil changes are scheduled when needed
- Attend and implement transit training
- **Strict patient confidentiality is required with no exceptions.**
- All other duties as assigned

MINIMUM QUALIFICATIONS:

- Ability to work with tribal members, including the elderly and disabled
- Must be able to lift and carry a minimum of 25 pounds
- Be First Aid and CPR certified within 30-60 days after employed
- Work well with the public, have social skills and work habits benefiting a public oriented position
- Must be able to be CPR and basic first aid certified within 90 days
- Must pass a fingerprint and criminal background check according to P.L. 101-630 standards
- Must have a High school diploma or GED
- Must have and maintain a valid driver's license with a good driving record and be insurable.

DRUG-FREE WORKPLACE POLICY: The Kaibab Band of Paiute Indians has a zero-tolerance drug use policy. This position requires pre-employment drug testing.

Employment applications are available online at www.kaibabpaiute-nsn.gov or at the Tribal Affairs Building located on 2 North Pipe Springs Road Fredonia, AZ 86022. Interested applicants must return completed applications for consideration. For more information, contact the Human Resource Director at (928) 643-7245.

Only completed applications will be accepted. All applications must have a copy of the following to be considered: requested education requirement verifications, driver's license, 36 month driving record, and two completed fingerprint cards (available at the Human Resource Office).

THE KAIBAB PAIUTE TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER AND
ADHERES TO THE INDIAN PREFERENCE ACT