

**NORTHERN CHEYENNE TRIBE
TRIBAL BOARD OF HEALTH
JOB ADVERTISEMENT**

POSITION: Transportation Driver (2 positions) **SALARY:** \$15.00 - \$18.00

DEPARTMENT: Northern Cheyenne Tribal Board of Health – Tribal Health Improvement Program (T-HIP)

ACCOUNTABLE TO: Director of T-HIP

CLASSIFICATION: Regular Full-time, Covered, Non-exempt
*** TBD on a year to year basis, depending on funding availability*

OPENING DATE: 5/1/19

CLOSING DATE: 5/15/19

How to Apply:

1. Submit a completed Northern Cheyenne Tribe application.
2. Current Resume'
3. Three (3) current (within 1 year) letters of recommendations (one must be past/present employer,
4. Proof of tribal enrollment (if claiming Indian preference)
5. DD214 (if claiming Veteran's preference),
6. Valid Driver's License & State of Montana Driving Record
7. Copies of CNA & CPR certifications or CDL (if already attained)
8. Copy of GED or High School diploma (preferred)

**Northern Cheyenne Tribe
P.O. Box 128 - Little Wolf Capitol Building.
Lame Deer, Mt. 59043
attention: Human Resources Office**

ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED

SUMMARY OF WORK:

This person will be responsible for transporting T-HIP clients to appointments and walk-in services who have verified case management services. This person will work closely with the Care Coordinator(s) who will have done all the paperwork requirements. This person will be responsible for ensuring safety of the client while en route to various facility locations. Must be able to work extra hours and/or flexible schedule.

Job Characteristics:

Nature of work: Position requires ability to adhere to standards of confidentiality. This position must have and maintain a clean driving record, be able to concentrate during road trips, be good natured, easy to get along with, be able to deal with clients who may have special needs, and be able to trouble shoot difficult situations if necessary.

Personal contacts: This position is in contact with the clients, public, both in person and over the telephone and is in daily contact with Tribal Health Improvement Program Staff. Position requires personal contact daily with the Director of T-HIP, T-HIP Care Coordinator(s), T-HIP Staff and other Board of Health Tribal employees.

Supervision received: General supervision under the Director of Tribal Health Improvement Program.

Supervision exercised: N/A

Essential functions: Driving GSA & T-HIP vehicles while providing safe transportation to T-HIP clients in a timely and efficient manner.

AREAS OF ACCOUNTABILITY:

This position is accountable to driving safely and obeying all traffic laws off and on the reservation. This person is accountable to the passengers to maintain safety at all times.

- Must be drug and alcohol free and agree to sign waiver for pre-employment drug testing
- Must follow GSA & T-HIP guidelines.
- Must follow GSA & T-HIP policies from the NCTBH.
- Must be and remain GSA & T-HIP insurable.
- Complete paperwork as needed in a timely manner
- Must be attentive to the needs and safety of the passengers.
- Drop off and pick up at the address indicated on the transportation request with no side trips unless otherwise authorized.
- Required to check in with GSA Fleet Manager and T-HIP if experiencing any difficulties while on the road concerning patients or mechanical problems.
- Must retain all receipts for gas expenses and maintain driving log while on the road.
- Works closely with referring Care Coordinator(s)
- Be able to become CNA and CPR certified
- Provide CNA duties as assigned and required.
- Must perform other related duties as assigned and required.

JOB REQUIREMENTS:

Knowledge: This position requires knowledge of tribal management policies, federal/state regulations, GSA & T-HIP policies geared toward driving, administrative support functions, organizational structure of the Northern Cheyenne Tribal Board of Health and cultural norms and practices of the Northern Cheyenne people. This position must adhere to confidentiality standards and HIPAA.

Skills: This position must have and maintain a CLEAN driving record. CPR and CNA certification necessary, if hired, agrees to obtain.

Abilities: Must be able to drive in an orderly manner, have a good demeanor, be able to communicate, be friendly, have knowledge of road signs/directions, utilize GPS if needed, utilize First Aid Kit and CPR if needed.

EDUCATION AND EXPERIENCE:

High School diploma **required**

Driver's License **required**

CDL **preferred** but not necessary

Driving experience desirable