

**NORTHERN CHEYENNE TRIBE
TRIBAL BOARD OF HEALTH**

POSITION: Behavioral Health Mobile Unit Driver/Maintenance **SALARY:** \$18.00 per hour

DEPARTMENT: Northern Cheyenne Behavioral Health

ACCOUNTABLE TO: Behavioral Health Manager

CLASSIFICATION: Regular Full-time, Covered, Non-exempt

OPENING DATE: November 10, 2022

CLOSING DATE: November 30, 2022 at 4PM

How To Apply: Submit a completed application, **RESUME** (3) current (within 1 year) letters of recommendations (one must be past/present employer, Tribal certification or Tribal I.D. (if claiming Tribal preference) a DD214 (if claiming Veteran's preference) and college transcripts, (if claiming college education) to: Northern Cheyenne Tribe, attn. Human Resources Office, P.O. Box 128, Little Wolf Capitol Building, Lame Deer, Mt. 59043

Submit the required documents to the Human Resources Office located at the Little Wolf Capitol Building at the Security Desk, or mail to the Northern Cheyenne Human Resources Department at P.O. Box 128, Lame Deer, Montana 59043, or you can call (406) 477-4825 to email or fax.

ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED

(applicant will be notified of any missing documents)

SUMMARY OF WORK: This position serves as the primary driver of the Mobile Behavioral Health Vehicle and assists with the delivery of patient care services and management, and navigation of participants on and off the mobile unit. Assists with preparations and ongoing maintenance and of the Mobile Behavioral Health Vehicle such as ensuring overall cleanliness before, during, and after visits; performing equipment checks; maintaining inventory supplies; oversees the proper operation and usage and performing other duties required to support the Mobile Behavioral Health Vehicle's readiness to operate and to accept participant encounters.

JOB CHARACTERISTICS

Nature of Work: The position establishes and maintains non-judgmental, respectful relationships with patients, their family and other service providers. The position promotes overall wellness and support activities in the community. 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 daily contact with the Behavioral Health Providers, clients, and general public. Position requires personal contact daily with the Behavioral Health Manager or designee and other Board of Health Tribal employees pertinent to the physical functioning and service to the mobile unit.

Supervision Received: Behavioral Health Manager or Behavioral Health Manager designee
Supervision exercised: N/A

ESSENTIAL DUTIES AND REQUIREMENTS: Driving Behavioral Health Mobile Unit while providing safe transportation for providers to provide services to people in the various communities on the Northern Cheyenne Reservation.

- Must observe all Department, Tribal policies and rules/regulations of confidentiality
- Requires the ability, competence and confidence to drive the Mobile Behavioral Health Vehicle as part of routine job duties.
- Effectively advocates for quality participant safety and satisfaction as a daily practice
- Maintain a clean and mechanically-sound vehicle
- Obey all traffic laws
- Perform inspections of the vehicle before and after each route/scheduled visit/activity
- Ensure safety of all patients and staff
- Responds to emergency situations with independent actions and within scope of practice until professional assistance is available.
- Must be able to safely assist patients with or without assistance getting on and off mobile unit when required.
- May load and unload equipment as assigned
- Maintain fuel levels and P&M schedule
- Maintain mileage and travel logs and prepares reports
- May assist maintenance department when appropriate when mobile unit may not be in use
- Other duties as assigned

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

This position is accountable to driving safely and obeying all traffic laws off and on the reservation. This person is accountable to the Behavioral Health Providers and clients accessing the mobile unit to maintain safety at all times.

- Must observe all Department, Tribal policies, Personnel Manual
- Must adhere to rules/regulations of confidentiality, HIPPA and Privacy Act at all times
- Attend Behavioral Health staff meetings when related to mobile unit.
- Must be dependable and conscientious in performing job duties
- Must be able to model good judgement, decisions and appropriate behavior in times of crisis and under stressful situations
- Sensitive to needs of people serving and providers.
- Must be drug and alcohol free and agree to sign waiver for pre-employment drug testing
- Must follow driver (similar GSA) guidelines.
- Must follow driver policies (similar GSA) from the NCTBH.
- Must be and remain driver (similar GSA) insurable.
- Complete paperwork as needed in a timely manner
- Must be attentive to the needs and safety of all using or accessing the mobile unit.

- Required to check in with the Behavioral Health Manager if experiencing any difficulties while on the road concerning Behavioral Health staff, clients or mechanical problems.
- Must retain all receipts for gas expenses and maintain driving log while on the road.
- Works closely with Behavioral Health staff
- Be able to complete CPR or basic life support
- Must perform other related duties as assigned and required.

JOB REQUIREMENTS: KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge:

This position requires basic knowledge in mobile vehicle performance and maintenance.

Must be able to understand and comply with the applicable DOT rules and regulations

This position requires knowledge of tribal management policies, federal/state regulations, policies geared toward driving (similar GSA), 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.

Adhering to Quality Standards but is not limited to

Skills:

This position must have and maintain a CLEAN driving record. CPR and basic life support certification necessary, if hired, agrees to obtain.

Able to demonstrate competency in all applicable areas.

Must be flexible, reliable and demonstrate sound judgment and initiative

Abilities:

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

Must be able to function effectively in a team-oriented environment

Must be able to interact with client personnel and health care team members in a responsible, professional and ethical manner.

PHYSICAL REQUIREMENTS: This position involves physical work in relation to the preparation and set up and stabilization of the mobile unit in the community site as well as preparation of mobile unit to return the original location site.

1. Sits, stands, and walks intermittently throughout the day.
2. Squats or kneels and lifts objects from the ground occasionally.
3. Must be able to climb stairs to get in and out of vehicle
4. Full extension of arms above head and in front of body.
5. Frequently lifts weights of up to 10 pounds.
6. Occasionally lifts weights of up to 50 pounds.
7. Occasionally carries objects weighing up to 55 pounds.
8. Must be able to push/pull up to 50 pounds.
9. Must possess good balance.

EDUCATION AND EXPERIENCE: The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent:

- Montana's driver's license and current Driving record required
- Must have a good driving record and be insurable with our company
- Driving experience desirable - CDL preferred but not necessary
- High School diploma required
- Must submit to and pass a reference and criminal background check
- Copies of CPR or basic life certifications or CDL (if already attained)
- Minimum of 3 years of tractor/trailer/bus driving experience preferred or must have graduated from an acceptable truck driving training program and have 2 years of driving experience.