



JOB DESCRIPTION

JOB TITLE: Patient Transporter
REPORTS TO: Tribal Member Support Director
DEPARTMENT: Tribal Member Support
LOCATION: 740 Solano Street, Corning, CA 96021
706 Peach Street, Corning, CA, 96021
2540 Sister Mary Columba Drive, Red Bluff, CA 96080
2526 Sister Mary Columba Drive, Red Bluff, CA 96080

STATUS: Full-time, 40 hours per week, Non-Exempt, 100% FTE

Native Preference in hiring is given to qualified enrolled members of Paskenta Band of Nomlaki Indians and Native Americans in accordance with the Band's Preference Policy, Chapter 1-715 of the Paskenta Band of Nomlaki Indians Tribal Policies). Applicants claiming Indian Preference must submit verification of Indian certified by tribe of affiliation or other acceptable documentation of Indian heritage.

POSITION SUMMARY

Patient Transporter will be responsible for transporting Paskenta Nomlaki Tribal Members to all health care appointments and health care related entities in a safe and respectable manner while maintaining a safe, secure, and healthy work environment by following all standards and procedures. The Patient Transporter will be responsible for keeping vehicles and equipment maintained, ensuring that the vehicles have all necessary licensure, registration, supplies, and equipment. Maintain a Clean driving record. Monitor the health and general wellbeing of Tribal Members during transport. Assist Tribal members in and out of vehicles and into the healthcare facilities. If necessary, perform certain health care services: assisting patient with their durable medical equipment, patient positioning, CPR and First Aide.

DUTIES & RESPONSIBILITIES

1. Maintains safety when assisting patients into and out of the vehicles and assists with transferring and balancing patients during appointment times.
2. Safely operates wheelchair lift as needed.
3. Safety: Follows protective protocols. Responsible for ensuring that all duties, responsibilities, and operations are performed with the utmost regard for the safety and health of all personnel involved, including themselves.
4. Establishes staff schedules, maintains vehicle logs and reports as required by the Government Service Administration (GSA), enters all data into GSA and checks out vehicles as applicable
5. Complete vehicle maintenance inspection prior to daily vehicle usage for safe and comfortable patient transport
6. Maintains a schedule which ensures timely start and stop to the day while ensuring all Tribal Members are picked up and transported safely within the established time frame of their needs.
7. Receives all requests, schedules trip, notifies patients of scheduled trips or the unavailability of transportation and assists with alternate arrangements when unable to meet Tribal Member's needs.
8. Communicates delays to next Tribal Member and reports traffic delays enroute to supervisor.
9. Establishes and maintains communication with patients and coworkers to improve quality of service and customer satisfaction.
10. Documents any incidents or accidents immediately to supervisor.
11. Ensures cameras and GSP systems are correctly maintained and always functioning while vehicle is occupied and in use.

12. Occasionally: courier services between both clinics and other entities of Paskenta Band of Nomlaki Indians Tribal Government offices.
13. Adheres to company policies and procedures.
14. Other duties as assigned by Supervisor.

REQUIREMENTS

1. Minimum 18 years of age
2. Valid California Driver's License
3. Provide a Clean and current DMV driving record

MINIMUM QUALIFICATIONS AND SKILLS

1. A High School Diploma or equivalent.
2. Current BCLS and First Aid Certification (may complete within the first 30 days of hire)
3. Pass a mandatory drug test and alcohol screening.
4. Great customer and patient service
5. Outstanding bedside manner
6. Impeccable emotional intelligence and listening skills
7. A healthy endurance and ability to lift 50 pounds
8. Excellent communication and interpersonal skills.
9. Ability to provide feedback, present problems in a professional manner and accept constructive criticism both on an individual basis and within a group.
10. Must have ability to relate and communicate effectively with community interest groups, agencies, and medical facilities that serve the American Indian Community.
11. Reliable time-management and punctuality
12. Good physical fitness
13. Comply with HIPAA and ADA guidelines in maintaining confidentiality

VACCINATION REQUIREMENTS

You will be required to provide vaccination records to show proof of immunity for TB or PPD, Measles, Mumps, Rubella, Varicella, TDAP & Hep B. If the records are more than 10 years old, titers are required to confirm immunity.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk, hear, frequently is required to stand, walk, sit, use hands to finger, handle, or feel; and reach with hands, arms, and stoop. The employee must occasionally lift and/or move up to 50 pounds. Position may require exertion up to 20 pounds of force occasionally and/or up to 20 pounds of force frequently or constantly lift, carry, push, pull or otherwise move objects. Able to safely push and pull a wheelchair. Specific vision abilities required by this job include close vision, distance vision, color vision peripheral vision, depth perception and ability to adjust focus.

WORK SCHEDULE • Monday-Friday, rarely Saturday if returning from transport

WORK ENVIRONMENT

The work environment is performed in and out of the healthcare settings. The noise level in the work environment is usually low to moderate. Will work with blood-borne pathogens and will require OSHA training. This job routinely uses standard office equipment such as computers, telephones, photocopiers, and fax machines. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

BACKGROUND CHECK REQUIREMENTS

Pre-employment Drug Testing and a Department of Justice Fingerprinting clearance through Federal, State and Child Abuse Index is a contingency for an offer of employment. Criminal clearances are obtained to protect the welfare and safety of clients receiving services at Rolling Hills Clinic.

Employment with Rolling Hills Clinic is voluntarily. All RHC personnel are employed on an at-will basis. At-will employment may be terminated with or without cause, and with or without notice at any time by the employee or by RHC. No manager, supervisor, or employee of the organization has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will terms. The job description does not constitute an employment agreement between Rolling Hills Clinic and employee and is subject to change by the Paskenta Band of Nomlaki Indians.