

LAC VIEUX DESERT HEALTH CENTER

HUMAN RESOURCES

P.O. Box 9, N5241 US HWY 45 Watersmeet, MI. 49969
Phone: 906-358-4587 Fax: 906-358-4118



JOB VACANCY

POSTED: 1/24/2022 UNTIL FILLED

POSITION: Medical Transport Driver

DEPARTMENT: Administration

SUPERVISOR: Purchased Referred Care /Benefits Coordinator

LOCATION: LVD Health Center, Watersmeet, MI

EMPLOYMENT: Part Time – Non-Exempt

SALARY/PAY RATE: \$11.00 - \$18.00 Per Hour

Eligible for up to a 1.5% Retention Bonus Annually after one year of service.

DESCRIPTION:

Provide patient transportation to and from non-emergency medical appointments. Comply with the LVD transportation policy, provide transportation with Tribal GSA fleet vehicle and provide maintenance upon completion of each transport.

RESPONSIBILITIES:

- Responsible to provide reliable and safe transportation of patients to appointments.
- Communicate effectively with patient, supervisor and professional staff.
- Maintain cultural sensitivity, respectful and be empathetic towards the patients' needs.
- Individual must adhere to all motor safety laws
- Coordinate schedule as provided by the Community Health Representative and report illness or request leave immediately to avoid interruption of service of patients.

MINIMUM QUALIFICATIONS:

- High school diploma or pursuing GED Certificate
- State issued chauffeur's driver license
- First aid/ CPR Certification within 90 days
- Pass Background Check
- Pass Transporter Driver pre-employment screening
- Meet the requirements of the LVD Fleet Management Risk Policy at all times during employment
- Adhere HIPPA confidentiality policy laws
- Insurable per fleet management policy

Preference will be given to qualified individuals of American Indian descent.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.

Lac Vieux Desert Band of Lake Superior Chippewa – Our Mission: To provide a better life for this generation, the opportunity for successive generations to carry on, and to provide the basis for Native American self-sufficiency among its constituency and all native peoples – today and always.

Date Approved by the Tribal Council: September 25, 2014

**LVD Health Center
Human Resources Department
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