



MI'KMAQ NATION JOB DESCRIPTION



TITLE: Patient Transportation Driver

CLASSIFICATION: Full-Time

IMMEDIATE SUPERVISOR: Health Director

SALARY RANGE: \$16-\$24/ hour

NOTE: The following includes data on essential job functions, as well as physical, mental, academic and experiential requirements. The description is meant to serve interviewers, applicants and directors as a reference tool for determining whether applicant or employee qualifications are sufficient to perform the tasks and assume the responsibility of the job.

SUMMARY OF POSITION: The van driver provides safe and efficient transportation for community members that need transportation to and from medical appointments, treatments, rehabilitation facilities, and pharmacy medication pick-ups as available. The candidate is expected to comply with all organization policies and procedures as well as State licensing requirements that apply. Will complete pre and post vehicle checks to ensure vehicle cleanliness and functionality.

EDUCATION (OR EQUIVALENT EXPERIENCE): High School Diploma or equivalent, Valid Maine driver's License and must have a clean driving record. Candidate must be able to pass a criminal background check, and driving record check. Preference will be given to candidates with prior experience working with children and experience driving.

RESPONSIBILITIES

- Create a safe, diverse, and welcoming environment for patients of the Mi'kmaq Health Department.
- Coordinate with Mi'kmaq Health Department frontline scheduler for patients' transportation needs.
- Assure patients are wearing their seat belt correctly at all times.
- Follow all safety guidelines and traffic laws.
- Keep the van clean and gassed up at all times, daily safety inspections of van, record the number of miles traveled, and keep any receipts that are related to the trip
- Follow proper reporting procedures
- Communicate with Health director or delegate about maintenance issues with the van
- Maintain a current knowledge of procedures, if an accident should occur with the van, with or without members in the van
- Assist with weekly, monthly and quarterly reports based on passengers and miles
- Other duties as assigned by the Health Director

NOTICE: This position in no way states or implies that the responsibilities and tasks are the only ones to be performed by the employee occupying this position. S/he will be required to follow any other instructions and to perform any other job-related duties as required by his/her immediate supervisor. The requirements stated herein are minimum levels of knowledge, skills, and/or abilities to qualify for this position. To perform this position's scope of work, duties, and responsibilities successfully, the incumbent will possess the abilities and aptitudes to perform each task proficiently. "Ability" means to possess and apply both knowledge and skills. All employment decisions, including promotions, transfers, and others, are based on meeting all requirements herein, on tribal need, the employee being in good standing (including the lack of disciplinary actions), and meeting all applicable performance standards and other non-discriminatory criteria. The methods of fulfilling requirements are subject to possible modification to reasonably accommodate qualified individuals who pose a direct threat of significant risk to the health and safety of themselves and/or others.

If you are interested in applying for this position, you must submit a completed job application. A completed application includes copies of certificates/licenses/degrees stated in your application, a cover letter and a resume, *and* 3 professional references from current or past employers (within 3 years).

A complete Job Description and an Application can be accessed online at www.micmac-nsn.gov under Job Opportunities, or you can call our office to have an application mailed. An offer of employment will not be made without a successful DHHS, State of Maine background check, and or FBI fingerprint background check.

CLOSING DATE: September 30, 2024

Please send the completed Job Application to the following address or email:

Attn: Human Resource

Mi'kmaq Nation

7 Northern Road Presque Isle, Me. 04769

bdiamond@micmac-nsn.gov

The Mi'kmaq Nation practices Native Preference to qualified Native Americans under Public Law 93-638 and is an Equal Opportunity and Service Provider.