



Position Description

Position Title: Transportation Driver
Department: Healing Clinic 750

Reports To: Transportation Manager
Job Category: Non-Exempt

Position Summary

The Jamestown Healing Clinic (JHC) Transportation Driver will be transporting patients throughout the local area to and from JHC appointments in a safe and timely manner. Transportation Driver will be guided by established schedules and follow state laws as well as JHC policies and procedures. This position will work as part of a team for an integrated care clinic that combines primary care, dental, behavioral health, and opiate use disorder treatment.

Essential Functions

- Transport medical passengers (patients and potentially their children) inside and outside of the JHC to designated areas in a punctual and timely manner using JHC vehicles
- Ensure that patient transportation is conducted with the utmost care and in full compliance with all traffic laws and regulations
- Instruct passengers in requisite safety precautions and practices while riding in JHC vehicles
- Ensure child safety rules and expectations are upheld continuously
- Establish and maintain communication with patients and coworkers to improve quality of service to patients of the JHC
- Comfort patients and their families by offering support and encouragement; being punctual and attentive to procedure schedules; demonstrating caring and cultural sensitivity
- Respect and protect patient confidence and confidentiality by keeping all sensitive and patient information private
- Follow all protocols and procedures to ensure safe delivery of supplies and laboratory specimens
- Operate the wheelchair lift in accordance with established safety procedures and protocols
- Maintain discipline within the JHC vehicle and report all passenger behavior issues to management
- Conduct mechanical condition inspections daily, such as checking vehicle fluid levels and verifying complete and accurate operational performance; ensure vehicles maintenance schedules are conducted, and operational records are updated accordingly
- Immediately report all delays and any accidents incurred to the Transportation Manager or other assigned staff

- Other duties as assigned by supervisor in support of the program
- Adhere to all JHC policies and procedures, including but not limited to standards for safety, and work practices as described in the Occupational Exposure Control Plan, 42 CFR, and HIPAA

Requirements

- 21 years of age or older
- High School diploma or GED
- Extremely reliable and punctual for all assigned shifts
- Complete driver's abstract history from Washington DOL with five (5) years of verifiable driving experience; good driving record
- One (1) year experience in medical/para transport, passenger transport, emergency vehicle operation, or relevant position i.e., military experience
- Comfortable transporting patients traveling with children
- Ability to secure child safety seats in accordance with Washington State Law
- Comfortable driving in harsh weather conditions
- Extensive knowledge of all traffic and highway safety rules and precautions to avoid accidents
- Knowledge of relevant equipment, policies, procedures, and strategies to promote effective security operations for the protection of people, data, and property while operating a motor vehicle
- Ability to maintain professional composure when dealing with unusual circumstances
- Comfortable transporting patients who are in recovery from substance use disorders, who have mental health disorders, or who are experiencing homelessness
- Understands and adheres to state (RCW, WAC) and federal confidentiality regulations (42 CFR part 2). Employees must always conduct self ethically and professionally
- Effective communication; written, verbal, and interpersonal skills, including conflict resolution
- Knowledge of, and culturally sensitive to, the challenges of the patients at the JHC
- Maintain and ensure patient confidentiality
- Computer proficiency in Microsoft Word, Excel, PowerPoint
- Uphold all current vaccine requirements for employment
- CPR/First Aid Certification or ability to complete employer provided training upon hire
- Must be able to successfully pass criminal background check investigation
- Valid Washington State Driver's License: ability to travel locally and regionally as assigned

Preferred Qualifications

- Knowledge of Local, State, and Federal Laws and Regulations
- Knowledge of office administrative operations, including personnel management, and compliance
- Excellent organization skills and the ability to prioritize multiple tasks
- Effective time management, decision-making, and problem-solving skills
- Demonstrate initiative, work independently with little supervision
- American Indian/Alaska Native preferences apply

Physical Requirements/Working Conditions

- Must be available to work any shift (to include all hours, weekends, and/or holidays as job duties require)
- Must be able to lift, push, and carry up to 30 lbs. unassisted
- Physical ability to access all areas of the property applicable to your position
- Must be able to withstand prolonged standing, sitting, walking, bending, climbing, squatting, and twisting without restriction
- Requires eye/hand coordination and manual dexterity; ability to distinguish letters, numbers, and symbols
- Must have the ability to reach at or below/above shoulder level on a continuous basis
- Must be able to work in a fast-paced, busy, and somewhat stressful environment and maintain physical stamina, proper mental attitude while dealing effectively with patients, management, team members, and outside contacts while working under pressure and meeting deadlines

Acknowledgement

The purpose of this position description is to communicate the responsibilities and duties associated with this position. While the following information should be considered a comprehensive description of this position, it should also be noted that some responsibilities and duties may not be specially addressed.

Every employee is expected to perform any reasonable task or request that is consistent with fulfilling company objectives. Jamestown S'Klallam Tribe reserves the right to modify the job duties and responsibilities as business requires. This job description does not constitute a written or implied contract of employment.

It is imperative that you review these duties, skills, and physical requirements closely and that you understand that by signing the Job Description Acknowledgement below, you are verifying that you can perform all duties, have the skills and possess the physical abilities that are necessary to perform the job as described.

Employee Name: _____

Employee Signature: _____

Date: _____