



SUSANVILLE INDIAN RANCHERIA
745 Joaquin Street
Susanville, CA 96130
(530) 257-4921

VACANCY ANNOUNCEMENT

OPENING DATE OF ANNOUNCEMENT: January 3, 2022
CLOSING DATE OF ANNOUNCEMENT: Until Filled
First Cut-Off Date 01 17 2022
Second Cut-Off Date 01 24 2022
Third Cut-Off Date 02 14 2022
Final Cut-Off Date 02 28 2022

POSITION TITLE: Transportation Aide
SUPERVISES: No
STARTING SALARY: \$17.14 to \$21.42 depending on experience
GRADE: 8
FLSA STATUS: Non-Exempt
NUMBER OF POSITIONS: 1
STATUS: Permanent
HOURS: On-Call
SUBJECT TO P.L. 101-630: No

GENERAL STATEMENT OF RESPONSIBILITIES:

The Transportation Aide will provide safe transportation for clients to their scheduled medical appointments as directed by his/her supervisor and report any medical problems arising during transport to supervisor. He/she will be responsible for maintaining transport records.

SPECIFIC AREAS OF RESPONSIBILITIES:

- Transport clients to and from doctor's offices, hospitals and other destinations as directed by Transportation Manager.
- Report any client's medical problems or problems with transport to supervisor, as necessary.
- Prepare for client transports by having all required paperwork, records, referrals etc., as necessary ready and kept in a confidential manner.
- Keep daily records on mileage, destinations and clients served, as well as cancellations and other activities.

- Report, obtain prior authorization, and arrange for repairs of any major problems with clinic vehicles.
- Maintain clinic vehicle as outlined in "Preventative Maintenance Procedure."
- Keep vehicles' interiors and exteriors clean.
- Prior to each transport make sure the vehicle is equipped with the following: a safety belt for each passenger, first-aid kit, thermal blankets, water, and hard candy. If necessary, appropriate child safety seat.
- Act as an advocate for the client during transport and at the facility to which the client has been transported.
- Act as liaison between LIHC, the client, and the alternate provider.
- Take responsibility and act as an advocate for the Clinic and client in ensuring that appropriate follow-up is pursued concerning any potential questionable transport situation that may arise.
- Call clients the day before to confirm client's appointments.
- Provide services with excellent customer service, friendly attitude, and on-time.
- Other duties as assigned

KNOWLEDGE SKILLS AND ABILITIES:

- A. Excellent oral and written communication skills.
- B. Have ability to work independently and cooperatively.
- C. Must have excellent customer service skills and orientation.

MINIMUM QUALIFICATIONS:

1. Must have a high school diploma or equivalent from an accredited high school.
2. Must have a valid California driver's license or license from current residence state.
3. Must pass a pre-employment background check.
4. Must pass a pre-employment drug test.
5. Must have a valid CPR card or be able to obtain one within ninety (90) days of hire.

ADDITIONAL QUALIFICATIONS FOR THIS POSITION

6. Must have physical ability to assist client in and out of vehicle and to their destinations, if necessary and lift and load wheelchairs from vehicles.
7. Must be able to sit and drive for extended periods of time (3 to 6 hours).
8. Must be able to deal with all patients with respect and dignity
9. Must be able to keep confidentiality in all situations.

WORKPLACE ENVIRONMENT:

1. PHYSICAL SAFETY: The work requires minor physical exertion, such as short periods of standing, walking over rough uneven surfaces, some recurring bending, crouching, stooping, stretching, reaching, or similar activities. Job may require recurring lifting of lightweight objects with infrequent bending or stooping alternating with the lighter activities. Job requires minimal agility and dexterity.

2. WORKING ENVIRONMENT: Regular exposure to favorable conditions such as those found in a normal office.

PERFORMANCE EXPECTATIONS:

- Uphold all principles of confidentiality.
- Adhere to all professional and ethical behavior standards.
- Interact in an honest, trustworthy and respectful manner with employees, visitors and vendors.
- Participate in departmental staff meetings, quality management activities, cultural and educational programs.
- Comply with policies and procedures.
- Display respect and understanding of Susanville Indian Rancheria's traditions and values.
- The way the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability.
- Any attitude or behavior that will tarnish the name or reputation of the Susanville Indian Rancheria will not be tolerated and is subject to disciplinary action.

PREFERENCE POLICY:

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| 1 st Preference: | Enrolled member of a Federally Recognized Tribe. |
| 2 nd Preference: | Documented proof of Veteran Status, i.e. DD-214, Veterans Benefit Card. |
| 3 rd Preference: | All other applicants. |

HOW TO APPLY AND APPLICATION REQUIREMENTS:

All applicants are required to submit a Susanville Indian Rancheria/ Lassen Indian Health Center application. Applications can be found on our website at: www.sir-nsn.gov/human-resources/ (SIR – LIHC – Gaming Commission Application for Employment P.L. 101-630 Requirements) or picked up at 745 Joaquin Street, Susanville, CA.

Only **complete** applications will be considered. For your application to be considered complete you must attach the following:

1. Completed Susanville Indian Rancheria/Lassen Indian Health Center Application.
2. Copy of your High School Diploma **AND** College Degree or transcripts documenting your graduation or completion of your Degree.
3. Copy of your valid Driver's License.
4. Copy of any other certifications required.
5. Copy of Tribal Card, if claiming Indian Preference.
6. Copy of DD214 or other proof of Veteran status, if claiming Veteran's Preference.
7. **An additional statement on how you meet each Minimum and Additional Qualification and Knowledge, Skills and Abilities.**

Complete applications can be dropped off in person to the Human Resources Office at 745 Joaquin Street, Susanville, California, Monday through Friday from 8:00 am to 5:00 pm. They may also be emailed to ramador@sir-nsn.gov or faxed to (530) 251-1895 or mailed to the above address. All applications must be **received** by 5:00 pm Pacific Standard Time on the closing date of the announcement.