

LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS

LVDHC HUMAN RESOURCES

P.O. Box 9, N5241 Hwy 45 Watersmeet, MI. 49969

Phone: 906-358-4587 Fax: 906-358-4118



Job Description

POSITION: Medical Transport Driver

SUPERVISOR: Data Analyst

LOCATION: LVD Health Center, Watersmeet, MI

EMPLOYMENT: Part Time – Non-Exempt

DESCRIPTION:

Provide patient transportation to and from non-emergency medical appointments. Comply with the LVD transportation policy, provide transportation with LVDHC 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 Benefit/PRC Specialist and report illness, or request leave immediately to avoid interruption of service of patients.

MINIMUM QUALIFICATIONS:

- High school diploma or pursuing GED Certificate.
- 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

- Must have a clean driving record

WORK ENVIRONMENT/PHYSICAL DEMANDS

- Fast paced with occasional high pressure or emergent situations
- May wear PPE such as gloves or a mask
- Frequent interaction with a diverse population including team members, providers, patients, insurance companies and other members of the public
- Frequent sitting, standing, walking, reaching, grasping, carrying, and speaking
- Lifting, carrying, and pulling up to 50 pounds, with assistance if needed
- Frequent use of computer, keyboard, fax and copy machine, and telephone

This position is considered a sensitive position and is subject to drug and alcohol testing. All offers of employment are conditional based on the applicant submitting to and successfully passing a drug and alcohol screen which includes THC and future random drug testing in accordance with LVDHC's testing procedure.

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 Health Center Mission Statement: The Lac Vieux Desert Health Center strives to provide excellence in health care and to inspire a culture of wellness.

Date Approved by the Tribal Council: September 25, 2014

Update Approval: July 28, 2023

**LVD Health Center
Human Resources Department
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SIGNED: _____ DATE: _____