

Sauk-Suiattle Indian Tribe | Job Description

JOB TITLE: TRANSPORTER
DEPARTMENT: HEALTH AND SOCIAL SERVICES
SUPERVISOR: HEALTH AND SOCIAL SERVICES DIRECTOR
STATUS: NON-EXEMPT, HOURLY

Currently, this position is **Part-Time and On-Call with possibility to move to full time in near future** to ensure the needs of clients are met

Job Summary

Will provide transportation services for clients who are “Direct Care Eligible” and who meet the requirements of the Transportation Policy for needed medical, dental, alcohol treatment, mental health, and social services. Will assist with other client support on an as needed basis.

Essential Transporter Duties

- Provide limited and on-call transportation services for medical and social service appointments, events, or activities on a scheduled basis.
- Receives requests for transportation services; schedules transportation date in scheduling system and informs client of the expected time of departure for approved client. Informs client why transportation services are denied and recommends alternative dates and/or times for denied clients.
- Receives requests for transportation services for Program Activities and provides transportation on an as needed basis.
- Transports clients to inpatient treatment facilities. Requests must be requested through a standard request form by an SSIT employee.
- Provides transportation to immediate family members who have siblings and/or parents in critical condition in hospitals/inpatient facilities to support and increase morale of said patient.
- Manages use of Health & Social Services vehicle use requests.
- Coordinates back-up transport services for times he/she will not be available.
- Coordinates maintenance and repair of department vehicle.
- Conducts safety check on vehicle prior to each transport.
- Cleans and sanitizes the interior and exterior of vehicle on a regular basis.
- Assists with departmental activities on an as-needed basis.
- Other duties as assigned.

Qualifications

- Minimum high school education or GED;
- Must possess a valid Washington driver’s license and have a good driving record;
- Must be able to work on-call schedule which may include nights, weekends and Holidays;
- Must have good knowledge of the Sauk-Suiattle Indian Tribe (may be gained upon employment).

Interested candidates should possess sensitivity and good communication skills in working with tribal members and crime victims. Candidates should have the ability to work well with members of the community, including law enforcement officers and community organizations.

This job description does not constitute an employment agreement between SSIT and the employee and is subject to change by SSIT as the needs of the tribe and the requirements of the job change.

NATIVE AMERICAN PREFERENCE APPLIES