



Wellness is Traditional

JOB ANNOUNCEMENT

Position Title: Driver
Department: Senior/ Transportation
Supervised By: Senior Program Coordinator
Location: Alpine/Campo
Status: Non Exempt
Posted: August, 2017
Closing Date: Until Filled
Compensation: \$10.51-\$16.93/ Hr DOE
Grant: Grant Funded
Hours: Full Time, Monday-Friday, 8:00AM-4:30PM. Evening or weekend hours may be required

GENERAL STATEMENT OF RESPONSIBILITIES:

The Driver works under the direction of the Senior Program Coordinator and s/he is responsible for providing transportation for eligible Southern Indian Health Council patients.

SPECIFIC DUTIES AND RESPONSIBILITIES:

The duties shall include, but may not be limited to the following:

1. Delivers Senior meals; transports adult and youth patients.
2. Coordinates with the Senior/Transportation Coordinator and SIHC departments to transport clients when required.
3. Maintains a log of transportation by date and time, delineating point of departure, pick-up, destination, and mileage.
4. Maintains the servicing of government vehicles and reports on vehicle usage (mileage) at the beginning of each month to the SIHC Maintenance Supervisor.
5. Follows posted speed limits, caution signs, and traffic signals.
6. Other duties as assigned.

QUALIFICATIONS:

Revision Date: 08.2016

Initial

____/____/____
Date

1. **Education/Experience:** Must have a High school diploma or GED certificate.
Driving experience required. A good driving record will be required at the time of hire and must be maintained throughout employment. Must be 18 years of age or older.

2. **Licenses/Certifications** A valid California driver's license is required at the time of appointment and must be maintained throughout employment. Applicant must be insurable under SIHC vehicle insurance policy at the time of hire and throughout employment.

Certifications and/or licenses appropriate to the positions required education and profession must also be valid and maintained.

3. **Character:** Applicants must have a reputation for honesty and trustworthiness.
Must be responsible and able to exercise good judgment, accept administrative supervision, follow detail, including the ability to interact effectively and communicate with people in a professional and courteous manner. Must maintain strict confidentiality.

4. **Other:** Applicants must successfully pass a pre-employment physical exam, tuberculin skin test or x-ray, and blood/urine/drug screening test. Health must be adequate to perform all essential duties of the position.

INDIAN PREFERENCE:

INDIAN PREFERENCE: In the filling of any SIHC job vacancy, preference may be given to qualified Native American Indians, pursuant to the Indian Preference Hiring Act, 25 USC 472, unless other laws require the filling of a vacancy without regard to Indian preference (e.g. Public Law (P.L.) 94-437, "Indian Health Care Improvement Act (IHCIA). To receive Indian preference for any SIHC position, the applicant must be enrolled, or be eligible for enrollment, as an American Indian with their Tribe, or must be certified as an American Indian from the designated Tribal Representative. Applicants claiming Indian preference must attach verification of their claim to the SIHC application, including Certification of form BIA-4432, which is available from the SIHC Human Resources Department. If verification is not or cannot be verified, the applicant will not receive Indian preference for purposes of the interview.