



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: Transportation Driver MAT Grant

OPEN: December 02, 2019

EXEMPT: No

SALARY: \$16/ hour per Grant

SHIFT: Flex

LOCATION: Lummi Counseling Services

DURATION: Regular Full-Time

Grant Ends 02/27/2022

CLOSES: December 09, 2019

JOB CODE:

DIVISION: Health & Human Services

DEPARTMENT: Behavioral Health

SUPERVISOR: Clinical Prj Director MAT Grant

VACANCIES: 1

JOB SUMMARY: Lummi Behavioral Health recognizes that a critical barrier to accessing medical and recovery care can sometimes be the need for reliable transportation. As a Transportation Driver this individual will provide clients in recovery transportation to and from non-emergent medical care.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Provide excellent customer service
2. Practice punctuality, and reliability on the job
3. Troubleshoot scheduling difficulties and anticipate problems
4. Provide excellent driving skills
5. Maintain clear driving record.
6. Work outside of normal business hours as needed
7. Maintain clean and welcoming vehicle
8. Follow established mandatory reporting: (1) elder abuse, and (2) child abuse/neglect, (APS /CPS and Lummi Law Enforcement.)
9. Maintain good working relationship with co-workers.
10. Provide transportation of medicines and other medical equipment as requested
11. Provide some office clerical support as requested.
12. Transporting can be a demanding situation at times, several transports back to back with long days.
13. Must be willing to transport out of town, Between Bellingham and Seattle areas.
14. Maintain strict compliance to HIPAA and 42 CFR part 2

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- Must possess a valid Washington State Driver's License and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Ability to communicate well with tribal members, Lummi Tribal Health Center staff and co-workers, LIBC departments, community, state and federal agencies.
- Ability to lift at least 40 lbs.

- Ability to attend required trainings, as needed.
- Ability to work flexible hours, Some days as early as 5:00 AM as late as 6:30 PM
- Knowledge and application of confidentiality and HIPAA regulations.

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- This position requires regular contact with or Control over Indian Children and is therefore subject to an extensive Criminal Background Check and FAMLINK Check.
- Adherence to HIPAA and 42 CFR part 2 policy and procedures per LIBC and federal regulations.
- Must demonstrate and maintain strict confidentiality at all times.
- Must pass Commercial Driver's License Physical Exam (will be arranged upon hire) D.O.T. certificate
- Must be dependable, reliable, and accountable

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail libchr@lummi-nsn.gov For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.