



# 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:** Health Transportation Driver  
Lummi Tribal Health Center (LTHC)  
Health & Human Services (HHS)

**\*\*Re-Advertise\*\***

**OPEN:** August 24, 2020

**EXEMPT:** No

**SALARY:** (3) \$10.85-12.15 p/h DOE

**SHIFT:** Day/Flexible/Saturdays

**LOCATION:** LTHC

**DURATION:** Regular Full-Time

**CLOSES:** Until Filled

**JOB CODE:**

**DIVISION:** HHS

**DEPARTMENT:** LTHC

**SUPERVISOR:** CHR Supervisor

**VACANCIES:** 1

**JOB SUMMARY:** LTHC recognizes that a critical barrier to accessing medical care can sometimes be the need for reliable transportation. As a Health Transportation Driver this individual will provide LTHC patients transportation to and from non-emergent medical care under the guidance of LTHC Transportation Policy.

**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. Trouble shoot 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. Assist in medical outreach to homebound elders.
9. Follow established mandatory reporting: (1) elder abuse, and (2) child abuse/neglect, (APS /CPS and Lummi Law Enforcement).
10. Maintain good working relationship with co-workers.
11. Provide transportation of medicines and other medical equipment as requested
12. Provide some Office Clerical support and scheduling as requested.
13. Must be willing to work 3-4 days a week starting the work day at 6:00 A.M. as needed.
14. Transporting can be a demanding situation at times, several transports back to back with long days.
15. Must be willing to transport out of town, Between Bellingham and Seattle areas.

### **MINIMUM QUALIFICATIONS:**

- High School Diploma or GED
- Must possess and maintain a valid Washington State Driver's license and meet eligibility requirements for tribal
- 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 successful and extensive criminal background check, CAMIS background check.
- Must pass Commercial Driver's License Physical Exam (will be arranged by LTHC upon hire) D.O.T. certificate
- Must be dependable, reliable, and accountable
- Must be certified in CPR/First Aid and Mandatory Reporting.

**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](mailto: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.