



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: Resident Driver/NEMT Escort

Re-Advertise

OPEN: April 11, 2023

EXEMPT: No

SALARY: (7) \$20.07-\$22.60/hr. DOE

SHIFT: Day/Evenings/Weekends

LOCATION: Adult Family Home

DURATION: Regular Full-Time

CLOSES: Until Filled

JOB CODE:

DIVISION: Administration

DEPARTMENT: Family Services AFH

SUPERVISOR: AFH Administer

VACANCIES:1

JOB SUMMARY: Lummi Adult Family Home Driver for NON-EMERGENCY MEDICAL TRANSPORTATION (NEMT) Requires Commercial Driver's License (CDL) with a Class B with passenger endorsement. Provides safe, timely, and courteous personalized transportation services for our residents. To be an AFH Driver/escort requires 1-3 years of related experience and requires additional specialized training for completing related NEMT paperwork and or coordinating vehicle maintenance. AFH Resident Driver/Escort drives and escorts residents to various locations including errands, activities, and doctor's appointments. The position reports to the Adult Family Home Administrator, works under moderate supervision, gains or has attained full proficiency in escorting Elderly and disabled persons with each prerequisite during NEMT.

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

1. Transporting passengers/patients with varying needs including passengers needing wheelchair transportation, to and from medical facilities, and assisted living facilities in a timely manner.
2. Schedule will be for days and weekends depending on demand
3. Assist wheelchair passengers to enter and depart vehicles, as well as into and out of pickup/drop-off points.
4. Provide conscientious and friendly customer service.
5. Follow appropriate procedures for passenger loading and unloading.
6. Utilize GPS to locate pick up and drop off locations.
7. Ensure vehicles are cleaned and maintained in good working order
8. Responsible for completing mechanical checklist for vehicle at the start and end of each shift.
9. Interact with clients in a professional, compassionate, and conscientious manner.
10. Safe driving skills
11. Able to lift 70 pounds or more unassisted
12. Ability to use technology (GPS, Bluetooth, smart phone apps etc.)
13. Timeliness and reliability
14. Ability to think quickly, adapt to changes in schedule, and multitask

15. Complete Wheelchair Securement, CPR, First Aid, and Defensive Driving training within first month of hire.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- Commercial Driver's License (CDL) with a Class B with passenger endorsement
- Applicant must be at least 21 years of age at time of application
- Must possess and maintain 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:

- Responsible for record keeping of community vehicles preventative maintenance needs and costs associated with those needs, additionally vehicle fueling, cleaning, and performing safety checks.
- Demonstration of our Core Values: Love, Kindness, Honesty, Goodness, Fairness, Respect.
- Ability to drive and maintain various types of vehicles and maintain an active driver's license with a good driving record.
- Passion and ability to interact and assist with our residents.
- Ability to maintain strict confidentiality at all times

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 Tribal Elders or vulnerable adults and is therefore subject to successful and extensive criminal background check.
- Must be fully vaccinated for COVID-19 including two (2) doses of a 2-dose series, or one (1) dose of a 1-dose series, plus 14 days beyond the final dose prior to the start date.

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.