



# 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)

**OPEN:** April 4, 2019

**EXEMPT:** No

**SALARY GRADE:** 3 (\$10.85 to \$12.15)

**SHIFT:** Day/Flexible/Saturdays

**LOCATION:** Tribal Administration

**DURATION:** Regular Full Time

**CLOSES:** April 15, 2019

**JOB CODE:**

**DIVISION:** HHS

**DEPARTMENT:** CHR

**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. Responsible to provide excellent customer service skills, punctuality, and reliability.
2. Responsible to trouble shoot scheduling difficulties and anticipate problems
3. Perform excellent driving skills and maintain clear driving record.
4. Work outside of normal business hours as needed, including some Saturdays
5. Maintain clean and welcoming vehicle
6. Provide assistance in medical outreach to homebound elders.
7. Follow established mandatory reporting: (1) elder abuse, and (2) child abuse/neglect, (APS /CPS and Lummi Law Enforcement).
8. Maintain good working relationship with co-workers.
9. Provide transportation of medicines and other medical equipment as requested
10. Office, clerical and scheduling work required as needed and requested.
11. Must be willing and able to transport out of town as far as Seattle area.

### **MINIMUM QUALIFICATIONS:**

- High School Diploma or GED
- Must be able to pass a D.O.T physical (arranged upon hire), required
- 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

- 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 CAMIS Check.
- Must pass D.O.T. physical for Commercial Driver's Medical Certificate (will be arranged by LTHC upon hire)
- Must be dependable, reliable, and accountable
- Must be certified in CPR/First Aid.

**TO APPLY:**

To obtain a Lummi Indian Business Council (LIBC) application go to: <http://lnnr.lummi-nsn.gov/LummiWebsite/Website.php?PageID=376> 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.