



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
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VACANCY ANNOUNCEMENT

POSTING NO: 066-20

OPENING DATE: 02/25/2020

CLOSING DATE: Open Until Filled

POSTED: WITHIN ONLY

POSITION: CHR Van Driver
PAY GRADE: NE2 (\$12.00/hr.-\$16.20/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Part-Time
FUNDING SOURCE: Grant Funded
DEPARTMENT: Health Services
REPORTS TO: CHR Coordinator
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: Transports elderly and disabled patients to medical appointments, therapy session, or handicapped training facilities as scheduled in a safe and timely manner.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- Verifies pick up and drop off sites for clients.
- Transports passengers consisting of elderly and disabled or handicapped clients to their appointments and destinations as scheduled.
- Ensures passengers are seated and buckled or in child safety seats (if appropriate) at all times.
- Assists with the loading and unloading of passengers.
- Uses wheelchair lifts and wheelchair tie downs to ensure the safety and security of passengers.
- Drives vehicles in all weather conditions.
- Performs welfare checks on patients in their homes and delivers medications.
- Performs preventative pre-trip and post-trip inspections on vehicles and keeps records of mileage.
- Schedules routine vehicle maintenance including; oil changes, brake inspection, wheel alignments, and reports problems or repairs as needed.
- Keeps files on patient contact and completes required forms.

- Documents client contact and compiles data.
- Works closely with the elderly, handicapped, and disabled patients to make health referrals to the CHR Director as needed.
- Assists and participates with health promotion and injury prevention activities including car seat safety, eye glass cleaning and health fairs.
- Maintains complete confidentiality of client information.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- High School Diploma or GED.
- One year related work experience.
- Ability to speak the Tiwa language is preferred.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- CPR and First Aid certifications.
- Must be able to pass a TB screening.
- Must provide written copy of immunization record prior to employment.
- Must be able to pass background check, with NO prior convictions of any felonies.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.
- Must have fingerprinting completed prior to employment.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of surrounding areas including Albuquerque and Los Lunas.
- Skill in working with the elderly and sick.
- Skill in observing speed limits and driving laws.
- Ability to be compassionate and caring.
- Ability to drive a van safely.
- Ability to assist disabled and frail patients.
- Ability to recognize symptoms from dialysis and other medical issues.
- Ability to exercise independent judgment.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to maintain confidentiality.
- Ability to work independently and meet strict time lines.
- Ability to communicate efficiently and effectively both verbally and in writing.

PHYSICAL DEMANDS:

- Must be able to sit for up to 6 hours per day while driving.
- Uses back, arms, hands when opening doors and using wheelchair lifts, levers, and equipment.
- Must be able to use long range vision while operating vehicles.
- Position requires frequent lifting of 50 lbs.

WORK ENVIRONMENT:

- Work is generally performed in a van with a moderate noise level.
- Exposure to outdoor temperature and frequent exposure to large groups of people.
- Prolonged standing and walking may occur.

PREFERENCE:

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.