



**PUEBLO OF ISLETA**  
**HUMAN RESOURCES DEPARTMENT**  
**P.O. BOX 1270, ISLETA, NM 87022**  
**PHONE: (505) 869-7584 FAX: (505) 869-7579**  
**EMAIL: [poiemployment@isletapueblo.com](mailto:poiemployment@isletapueblo.com)**

**VACANCY ANNOUNCEMENT**

**POSTING NO: 047-21**

**OPENING DATE: 04/05/2021**

**CLOSING DATE: Open Until Filled**

**POSTED: IN/OUT**

**POSITION:** CHR Van Driver  
**PAY GRADE:** NE2 (\$12.00/hr. - \$16.20/hr.)  
**FLSA STATUS:** Non-Exempt  
**POSITION TYPE:** Full-Time (1) & Part-Time (1)  
**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 Physically Challenged 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 ramps 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, physically challenged, and disabled patients to make health referrals to the CHR Coordinator as needed.
- Assists and participates with health promotion and injury prevention activities including car seat safety, 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.
- Must be able to train on line to obtain a Certificate to operate a NMDOT vehicle.
- Certificate can be obtained within 6 months of hire.
- 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 pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

**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 respond to and remain calm in any emergency or crisis situations.
- 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 ramps, 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.