

## **JOB DESCRIPTION**

**TITLE:** TRANSPORTATION DRIVER

**SALARY:** DOE

**SUPERVISED BY:** EXECUTIVE DIRECTOR

### **INTRODUCTION:**

This position is located with the Billings Urban Indian Health and Wellness Center (BUIHWC).

It is the policy of the Billings Urban Indian Health & Wellness Center (BUIHWC) to provide transportation services to the Crow/Northern Cheyenne Hospital, Pryor Clinic and surrounding areas for scheduled medical appointments, for the American Indian/Alaska Native Urban population of Billings, Montana in Yellowstone County.

### **MAJOR DUTIES:**

This person shall be responsible to provide quality and timely information, referral and outreach services to eligible Indian people residing in the Billings Urban area. Outreach services shall include transportation, health instruction and education, liaison, and patient advocacy.

This person shall provide transportation services that include routine scheduled trips to the Crow/Northern Cheyenne Service Unit Health Center to allow access to available services for eligible Indians, which includes the elderly, youth, veterans and handicapped clients.

### **SPECIFIC DUTIES:**

1. Shall possess a current/valid State of Montana Class C CDL commercial driver's license and have a clean driver's record.
2. Must have Cardio-Pulmonary Resuscitation (CPR) and First Aid Training (UP-TO-DATE) At ALL Times.
3. Knowledge and use of First-Aid Kits, Child Safety Restraint training and other training as determined by the Executive Director and Contractor.
4. Must have good writing, scheduling and people skills.
5. Must be able to be multi-tasked of other duties as necessary as providing health education, patient advocacy, explore other transportation areas for clients and registering of certain services such as health insurance types.
6. Must be very Self- Motivated.
7. All other duties as directed by the Executive Director or designee.

**WARNING: The transportation driver necessary duties and responsibilities for the Billings Urban Indian Health & Wellness Center (BUIHWC) is to operate a vehicle with a clean**

**driving record and maintain all medical appointments for the American Indian/Alaska Native (AI/AN) Urban communities of Billings and Yellowstone County of Montana.**