



**PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2023-0017
HEALTH & HUMAN SERVICES
SENIOR CITIZENS PROGRAM
TRANSPORTATION SERVICE SPECIALIST**

Position Title:	Transportation Service Specialist	Pay Level:	\$31,200 - \$41,600
Position Open Date:	02/20/2023 – Until Filled	Department:	Senior Citizens
Position Status:	Full-Time	Classification:	Non-Exempt
Supervisor:	Senior Citizens Program Mgr.	Location:	Health & Human Services

POSITION SUMMARY:

Responsible for assisting Kitchen Staff with meal deliveries, transporting Elders to the Wellness Center, providing data for reports, in the event they are temporarily assigned to assist the Transportation Program or transport patients for other programs due to program collaboration.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION & EXPERIENCE:

High School diploma or General Equivalency Diploma (GED); AND three (3) years of experience driving patients, senior citizens, and all other passengers.

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License (Insurability Requirement)
Background Investigation
CPR, First Aid and Food Handler's Certification within four (4) months of date of employment
Food Handlers Card within one (1) month of date of employment
Medical Examiner's Certification and Medical Long Form

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Pueblo of Jemez – Human Resources Department
PO BOX 100 Jemez Pueblo, New Mexico 87024
Phone: (575) 834-6333
Fax: (575) 834-0604
E-mail: humanresources@jemezpueblo.org

Strength and mobility to work in a typical transportation setting; endurance to remain seated for extended periods of time; agility to assist passengers on and off a vehicle; strength to lift and maneuver materials and equipment weighing up to 50 pounds with proper equipment; vision to read printed materials; and hearing and speech to communicate in person or over a radio or telephone.

Work is subject to frequent travel and exposure to fumes and adverse environmental conditions.

ESSENTIAL FUNCTIONS:

- Drives the program vehicle daily: during pre-established schedule of transports, additional transports, and helps deliver meals
- Transports patients to and from non-emergency medical appointments to Albuquerque, Rio Rancho, Bernalillo, Jemez Health Center, and Senior Center; only in collaboration with other departments
- Conducts daily vehicle inspection/Pre-Trip checklist: to ensure that the vehicle is in a safe operable condition
- Conducts monthly vehicle inspections/Maintenance Checklist: check fluid levels, fluid leaks, tire pressure, exterior body damage, etc. Immediately reports the need for fluids, service or repair
- Cleans GSA/tribal vehicles as needed and maintains all program vehicles used for transports (daily/weekly)
- Drives vehicle to patient's home/medical facilities/various locations to pick-up and let off passengers
- Assists patients/passengers with disabilities in embarking and disembarking vehicle. If assistance is needed the driver will load and unload medical equipment and personal belongings
- Provides Exceptional Customer Service & Satisfaction: Greets and interacts with all patients/passengers and provides information per request or as required for program changes; may provide information to medical and social service providers regarding client status. Must be punctual
- Provides units of service for billing purposes
- Assists program staff with coordination and gathering of Information related to client/patient needs, desires, and trends for planning long and short range goals
- Observes and practices safe work methods
- Documentation Requirements: maintains records of work performed, journaling of services provided, and provides a monthly report
- Contributes to the overall quality of unit service provision and work teams
- During annual program planning: involved in program goal setting; reviewing, recommending, and implementing new/revised policies and procedures
- Protect the patient's privacy according to the HIPAA Law
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff, patients, passengers, and the public
- Attends and/or participates in on-going driver safety trainings and workshops/related topics (quarterly).
- Other program duties assigned

REQUIRED KNOWLEDGE AND SKILLS:

- Laws, rules and regulations for operating a motor vehicle in the state of New Mexico
- Streets and roads located within the Pueblo and vicinity
- Safety principles, practices and equipment related to work
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person, over the telephone, and email
- Basic records management principles and practices
- Driving a vehicle skillfully and safely
- Maintaining accurate records of work performed; all patient/passenger transports
- Understanding and following oral and written directions

- Working without close supervision in standard work situations
- Contributing effectively to the accomplishment of team or work unit goals, objectives, and activities
- Establishing and maintaining professional working relationships with those in contact with; in the course of the work
- Assisting with disabled individuals and others needing special assistance

To apply for the position posted, please apply as follows

Send;

Pueblo of Jemez Job Application

Cover Letter

Professional Resume

To;

humanresources@jemezpueblo.org

Or;

Pueblo of Jemez – Attention Human Resources Department

PO BOX 100

Jemez Pueblo, New Mexico 87024

Or;

Visit the Pueblo of Jemez Website – Careers

www.Jemezpueblo.org