



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2023-0061
HEALTH & HUMAN SERVICES
TRANSPORTATION DEPARTMENT
TRANSPORTATION SERVICES SPECIALIST

Position Title:	Transportation Services Specialist	Pay Level:	\$15.00 – \$20.21
Position Open Date:	10/04/2023 – Until Filled	Department:	Health & Human Services
Position Status:	Full-Time	Classification:	Non-Exempt
Supervisor:	Transportation Program Manager	Location:	JHHS Transportation

POSITION SUMMARY:

Responsible for transporting patients and clients, on a daily basis to and from JHHS Health Center, Senior Center, and non-emergent medical facilities; for medical appointments.

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. Incumbents may be asked to perform other duties 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).
Three (3) years experience driving passenger and handicapped vehicles.
Transporting the following individuals: patients, senior citizens, and all other passengers.

REQUIRED CERTIFICATES, LICENSES TRAINING, AND REGISTRATIONS:

New Mexico Driver's License
Background Investigation
CPR & First Aid certification within four (4) months of the date of employment

MEDICAL REQUIREMENTS:

Medical Examiner's certification & 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 essential functions.

Strength and mobility to work in a typical transportation setting; stamina 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:

- Transports clients to and from non-emergent medical appointments to Albuquerque, Rio Rancho, Bernalillo, Jemez Health Center, and Senior Center; maintains an established schedule of services.
- Daily vehicle inspection/Pre-Trip checklist to ensure that the vehicle is in a safe operable condition.
- Monthly vehicle inspections/Maintenance Checklist: check fluid levels, fluid leaks, tire pressure, exterior body damage, etc.; immediately report the need for fluids, service, or repair.
- Cleans GSA/tribal vehicles as needed and maintains all program vehicles used for transports.
- Drives the program vehicle daily: during a pre-established schedule of transports or on an on-call basis.
- 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 vehicles. If assistance is needed the driver will load and unload medical equipment and personal belongings.
- Provides Exceptional Customer Service: Greets and interacts with all patients/passengers in a professional manner. Provides information per request or as required for program changes; may provide information to medical and social service providers regarding client/patient status.
- Provides units of services 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.
- Observe and practice safe work methods.
- Documentation: maintains records of work performed, journaling of services provided, and required monthly reports.
- 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 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 and the public.
- Attends and/or participates in ongoing driver safety training and workshops/related topics (quarterly).
- Other reasonable program and job-relevant duties assigned.

REQUIRED KNOWLEDGE AND SKILLS:

Knowledge of:

- Laws, rules, and regulations for operating a motor vehicle in the state of New Mexico.
- Streets and roads located within the Pueblo and service area.
- 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 and over the telephone.
- Basic records management principles and practices.

Skill in:

- Driving a vehicle skillfully and safely.
- Maintaining accurate documentation of work performed. E.g. patient/client 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 effective relationships with patients, clients, and the community.
- Effectively assisting disabled individuals and others needing special assistance.

To apply for the position posted, please apply as follows

Send;

Pueblo of Jemez Job Application

To:

humanresources@jemezpueblo.org

Or;

Pueblo of Jemez-Attention Human Resources Department

PO Box 100

Jemez Pueblo, NM 87024