

Job Title: CLIENT TRANSPORTER

Department /Office: Hopi Guidance Center

Reports to Whom (title): Substance Abuse Supervisory Counselor

Salary /Hourly Range: 15

Job Classification Code: 7382

Level of Background Check: 1B

FLSA Status: NON-EXEMPT / Full-time, Part-time, Temporary

Driving Required: Yes

JOB DESCRIPTION:

The work consists of duties, which are routine in nature and involve various related steps, processes or methods. Decisions regarding needs to be done involve choices requiring the incumbent to recognize the existence of the differences among alternatives.

SCOPE:

This position is responsible for providing safe transportation to clients and vehicle maintenance work in support of the Hopi Guidance Center.

KEY DUTIES AND RESPONSIBILITIES:

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Operates a 9-12 passenger van and other program vehicle(s) to transport clients to and from designated locations on and off the reservation which may include overnight trips; assists with loading and unloading of passengers.
2. Observes all highway and motor vehicle laws, assures the safety and comfort of all passengers; adheres to the Tribes Policies and Procedures.
3. Establishes and maintains vehicle maintenance service logs and schedules vehicles for servicing in accordance with manufacturer's recommendations. Logs accurate records of mileage, gas purchases and number of clients transported.
4. Conducts daily safety and preventive maintenance inspection of vehicles and records all findings, makes minor repairs, reports all major problems to supervisor and takes corrective action.
5. Performs light clerical duties, i.e., answering phones, filing, etc.
6. Performs other related duties as assigned and authorized to meet program goals/objectives.

PERSONAL CONTACTS:

Personal contacts are with the elderly, hospital patients, co-workers, other related service organization/agency personnel, and the general public. The purpose of these contacts is to provide transportation services, general assistance and exchange factual information.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:

The work involves some physical exertion such as long period of standing, recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting of moderately heavy objects (25-50 pounds). The incumbent is required to maintain a flexible work schedule to accommodate the needs of the program and clients. Extensive travel on and off the reservation is required.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience

A. Education: High school diploma or G.E.D. certificate;

AND

B. Experience: Once (1) year work experience in transporting and dealing with clients which includes some clerical responsibilities.

OR

C. Any equivalent combination of Education, Training and Experience, which demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills and Abilities

A. Knowledge:

- Knowledge of highway and motor vehicle laws and safety practices applicable to transporting passengers
- Knowledge of preventive vehicle maintenance methods and practices
- Knowledge and awareness of the signs & symptoms of various health conditions and how to treat appropriately
- Awareness of alcohol/substance abuse issues and its effect on the client, family and community (i.e. ability to identify when a client is under the influence of a substance, being aware of withdrawal indicators of a client, etc.)

- B. Skills:
- Skill in operating a 9-12 passenger van
 - Skill in verbal and written communications
 - Skill in operating basic office equipment/machines, computers & software program
 - Skill in effective decision-making in emergency situations
 - Skill in crisis management and making sound judgments.
- C. Abilities:
- Ability to work independently with minimal supervision
 - Ability to understand and comply with written and verbal instructions
 - Ability to diagnose minor auto-mechanical problems and make repairs
 - Ability to maintain strict confidentiality of client information
 - Ability to establish and maintain a courteous and effective working relationship with others


NECESSARY REQUIREMENTS:

1. Possess a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving Course.
2. Must complete & pass the pre-employment screening in accordance with Hopi Tribal Policy.
3. Must not have had any traffic citations or violations within the past three years.
4. Mandatory/random drug & alcohol testing required.
5. Possess or be able to obtain and maintain a First Aid & CPR certification.

DESIRED QUALIFICATION:

1. Speak and understand the Hopi language adequately to effectively translate/interpret Hopi to English and vice versa.

REVIEWED: _____


Hiring Authority

4/11/12
Date

APPROVED: _____


Director of Human Resources

4/16/12
Certification Date