



**LAC COURTE OREILLES
COMMUNITY HEALTH CENTER**
13380 W Trepania Road • Hayward, Wisconsin 54843-2186

Telephone: 715-638-5100
Administration Fax: 715-634-6107
Medical Records Fax: 715-634-2740

Position: Medical Transportation Driver

Location: Lac Courte Oreilles Community Health Center

Hours: Monday-Friday 8:00am-4:30pm but flexible on hours

Salary Range: \$15.00 - \$17.00 per hour

Posting Date: December 3, 2020

Closing Date: December 16, 2020

Description of Position:

The Medical Transportation Driver will assist in the transportation of patients safely to and from appointments with the Lac Courte Oreilles Community Health Center and to Specialty care not available at the Lac Courte Oreilles Community Health Center.

Qualifications:

- High School Diploma or Equivalency
- Mantoux TB test current
- Completed Hepatitis B series
- Must be able to pass a background check
- Valid WI Driver's License
- Valid Vehicle Insurance with required coverage per Tribal Policies
- Must have and maintain a clear, excellent driving record
- Must be able to pass pre-employment drug screen and random drug screen throughout employment.
- Obtain and maintain CPR training certification.
- Ability to maintain confidentiality and observe all requirements of the Federal Privacy Act and HIPAA regulations directing patients to the appropriate source for release of Protected Health Information.

Major Duties and Responsibilities:

1. To have good time management and organizational skills.
2. Communicate clearly and interact well with patients/clients.
3. To transport patients to and from their appointments in a safe and timely manner.
4. Ensure the safety of patients at all times when transporting to appointments.
5. Promote LCO-CHC health topics and services available and upcoming LCO-CHC events.
6. Participate in Quality Improvement efforts.
7. Complete MTM referrals on those with MA/MC, with assistance by reception for portal verification (name, DOB).
8. Help in maintaining transportation vehicle to insure it is in good working order, clean at all times, and inform the Medical Transportation Supervisor of any concerns for safety purposes.
9. Maintains records and documentation of safety by following policy and procedures of the LCO-CHC.
10. Document completely on transportation intake form for each call/or request with time, date, and signature.
11. Submit all gas/maintenance receipts to supervisor and continuously submit odometer reading for each at the end of day for each transportation appointment.
12. Ensure the transportation vehicles are fully fueled at the end of the day so that they are ready for the next morning.
13. Report to the supervisor any damage, issues, or concerns related to the vehicles.
14. Maintains compliance with all LCO-CHC policies and procedures.
15. Ensure those that are scheduled for transport are called to confirm pickup service time and services are still needed.
16. Must be able to pass training on all lift van operations within the first 30days of employment.
17. Complete daily vehicle inspections on the medical transportation vehicles and turn the daily log into the transportation supervisor office mail box on that vehicle daily.
18. Responsible for reporting Adverse Incidents.
19. Participate on the Incident Command Team as assigned by management.
20. Any other duties assigned by Medical Transportation Supervisor.

Supervision and Guidance:

The Medical Transportation Driver will work under the direct supervision of the Medical Transportation Supervisor with oversight by the Health Director.

***Applicants for employment with the Health Center must submit with the completed application form additional documents including the following:**

Letter of Interest

Resume

Credentials

Proof of any stated Qualifications

Three (3) letters of recommendation

Academic transcripts

Application Information:

Applications may be obtained from and submitted to:

Lac Courte Oreilles Community Health Center
Human Resources
13380W Trepania Road
Hayward, Wisconsin 54843
(715) 638-5132
(715) 634-6107 FAX

The Lac Courte Oreilles Community Health Center is an equal opportunity employer. Native American Preference will be given to candidates of equal or comparable qualifications.

12/02/2020