



## **JOB DESCRIPTION**

**JOB TITLE:** Transportation Coordinator  
**REPORTS TO:** Clinical Operations Director  
**DEPARTMENT:** Medical  
**LOCATION:** Rolling Hills Clinic (RHC)  
All Sites  
**STATUS:** Full-time, 40 hours per week, Non-Exempt, 100% FTE

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*Native Preference in hiring is given to qualified enrolled members of Paskenta Band of Nomlaki Indians and Native Americans in accordance with the **Indian Preference Act (Title 25, US Code, Section 472 and 473)**. Applicants claiming Indian Preference must submit verification of Indian certified by tribe of affiliation or other acceptable documentation of Indian heritage.*

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### **POSITION SUMMARY**

The Transportation Coordinator will be responsible for transporting Rolling Hills Clinic patients as referred to and from Rolling Hills Clinics, area hospitals, dialysis centers, rehabilitation centers, medical offices and private homes in a safe and professional manner as necessary in surrounding cities. The Transportation Coordinator will provide courier services for Rolling Hills Clinics and be responsible for keeping vehicles and equipment maintained, ensuring that the vehicles have all necessary licensure, registration, insurance, supplies, and equipment. They will establish and maintain Medicaid and Medicare enrollment for billing capabilities. Provides direction to other drivers.

### **DUTIES & RESPONSIBILITIES**

1. Establishes and measures quality standards for program. Actively involved in committee work.
2. Produces and presents productivity reports, safety reports and maintenance records.
3. Establishes staff schedules, maintains vehicle logs and reports as required by the Government Service Administration (GSA).
4. Maintains a schedule which ensures timely start and stop to the day while ensuring all clients are picked up and transported within the established time frame of their needs.
5. Receives all requests, schedules trip and notifies patients of scheduled trips or the unavailability of transportation.
6. Assists clients with alternate arrangements when unable to meet their needs.
7. Maintains safety when assisting patients into and out of the vehicles.
8. Safely operates wheelchair lift as needed.
9. Assist with transferring and balancing patients during appointment times provided by Medical and Dental.
10. Communicates delays to next client and reports traffic delays en route to supervisor.
11. Documents any incidents or accidents immediately to supervisor.
12. Complete vehicle maintenance inspection prior to daily vehicle usage for safe and comfortable patient transport.
13. Ensures cameras and GSP systems are correctly maintained and always functioning while vehicle is occupied and in use.
14. Collects and submits all necessary billing information to billing department.
15. Courier services between both clinics and other entities of Paskenta Band of Nomlaki Indians Tribal Government offices.
16. Adheres to company policies and procedures.
17. Employee Safety: Safely performs all duties; follows required protective protocols to ensure personal safety as well the safety of others.

18. Safety: Responsible for ensuring that all duties, responsibilities and operations are performed with the utmost regard for the safety and health of all personnel involved, including themselves.
19. Other duties as assigned by Supervisor.

## **MINIMUM QUALIFICATIONS**

1. A High School Diploma or equivalent.
2. Current and valid California Driver's license.
3. Provide a clean and current DMV driving record for the last ten (10) years.
4. Current BCLS and First Aid Certification.
5. Pass a mandatory drug test and alcohol screening.
6. Excellent communication and interpersonal skills.
7. Ability to provide feedback, present problems in a professional manner and accept constructive criticism both on an individual basis and within a group.
8. Must have ability to relate and communicate effectively with community interest groups, agencies, and medical facilities that serve the American Indian Community.

**NOTE TO APPLICANTS:** Please be advised a post job offer, pre-employment Drug Testing, Physical and TB test are required as a condition of employment. Additionally, you may be asked to get a Department of Justice Fingerprinting clearance as a contingency for an offer of employment. Criminal clearances are obtained to protect the welfare and safety of clients receiving services at Rolling Hills Clinic.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop. The employee must occasionally lift and/or move up to 25 pounds. Position may require exertion up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently or constantly lift, carry, push, pull or otherwise move objects. Specific vision abilities required by this job include close vision, distance vision, color vision peripheral vision, depth perception and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment is performed in a health clinic setting. The noise level in the work environment is usually low to moderate. Will work with blood-borne pathogens and will require OSHA training. This job routinely uses standard office equipment such as computers, telephones, photocopiers, and fax machines. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*Employment with Rolling Hills Clinic is voluntarily entered into. All RHC personnel are employed on an at-will basis. At-will employment may be terminated with or without cause, and with or without notice at any time by the employee or by RHC. No manager, supervisor, or employee of the organization has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will terms. The job description does not constitute an employment agreement between Rolling Hills Clinic and employee and is subject to change by the Paskenta Band of Nomlaki Indians.*