

**MAKAH TRIBE  
POSITION DESCRIPTION**

**JOB TITLE: Community Health Representative (Transportation)**

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<b>EXEMPT: No</b>	<b>JOB CODE: 4-TS T-4</b>
<b>TARGET SALARY: \$15.74 to \$16.43/DOQ</b>	<b>SHIFT: Flex</b>
<b>PROGRAM: Community Health</b>	<b>LOCATION: Wellness</b>
<b>REPORTS TO: Community Health Nurse</b>	

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**SUMMARY:** Drive clients to medical appointments, on and off, the reservation. This is a full-time Flex position, general work hours are Monday through Friday, 8 AM to 5 PM. However, must be willing to work alternative hours, including weekends, evenings, and nights as needed to accommodate patient medical appointment needs. Schedule to be determined by the Community Health Nurse.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following: Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Primary duty is to transport medically referred clients to medical appointments on and off the reservation.

Assists with transfers in/out of the vehicle, into medical offices and provide support as needed during transportation of medically fragile patients.

Pick-up and deliver patient medications from STIHC and outside pharmacies for patients as requested.

Ensures program GSA vehicles receive regular inspections, preventive maintenance and regular cleaning. Completes deep cleaning of GSA vehicles during work hours when transports are not scheduled.

Completes Transportation form accurately. Ensures releases of information, when needed, are obtained.

Secondary duties when a Medical Transport is not scheduled include, but are not limited to:

Serve as back-fill for the Coordinator I (Community Health) as requested.

Conduct home visits to chronically ill or injured patients to provide educational information, monitoring and conducting vital signs, etc. as per primary care

05/15/01  
06/09/03  
Revised 12/21/11  
Revised 10/31/18  
Revised 05/13/21  
Revised 10/08/21

provider orders. Documents home visits in the electronic health record and immediately reports concerns to appropriate medical staff.

Maintains current information on available Health and Social Services (local and otherwise); assists patients' access these services as indicated.

Participates in planning and implementing Health Promotion/Disease Prevention Activities such as health fairs.

Assists STIHC programs with collaborative tasks/events such as posting of event fliers, providing transportation to specialty events, delivering messages and supplies to patients, and providing in-house mail delivery service between the various STIHC campuses and other tribal offices.

### **QUALIFICATIONS REQUIREMENTS:**

#### **EDUCATION and/or EXPERIENCE:**

High school diploma or general education degree (GED).

#### **LANGUAGE SKILLS:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

#### **MATHEMATICAL SKILLS:**

Ability to calculate figures and amounts such as discounts, interest, commissions, and proportions, and percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

#### **REASONING ABILITY:**

Ability to define problems collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

#### **CERTIFICATES, LICENSES, REGISTRATIONS:**

Must have a valid Washington State Drivers license and be insurable. Will be required to drive a Tribal GSA vehicle to perform job duties, therefore, a driving history/background check will be conducted on the applicant.

This position is classified as a sensitive Tribal position. Therefore, applicant must submit to and clear a pre-employment criminal background check.

Must have a current basic First Aid/CPR certification, or ability to obtain within 30 days of hire.

Must have current Blood Borne Pathogen certification of the ability to obtain within 30 days of hire and maintain as required for continued employment.

Must complete CHR online certification within one year of hire for continued employment.

**OTHER SKILLS AND ABILITIES:**

Knowledge of the practices and methods applied to the efficient and effective operation of a vehicle.

Ability to lay out transportation routes and schedules to effectively utilize equipment and move personnel and equipment to and from various locations.

Ability to coordinate the transportation needs of the client.

Ability to express oneself clearly, orally and in writing.

Must have the ability to effectively interact with all levels of diverse work-force and clientele via telephone and personal contact, in a courteous, helpful and effective manner, and contribute to a positive work environment.

Must have the ability to function effectively under pressure of time and/or demands of several tasks at once by effectively planning, organizing, and prioritizing work to meet deadlines, and ensure accuracy in completing work.

Ability to plan and organize work using one's own initiative and to seek information and assistance from other sources as necessary, and to work independently.

Knowledge of tribal procedures and ability to perform work and accomplish tasks in accordance with established policies and procedures, practices, and priorities, of the office and Tribal organization.

Must have knowledge and complete understanding of HIPAA & Privacy Act as required. Access to patient health information and records is an integral part of the position and must be protected to the fullest extent of the law.

Ability to maintain strict confidentiality of records and information pertinent to the nature of work.

Must submit to and clear a pre-employment alcohol and drug test and random testing, in accordance with the Drug and Alcohol-Free Workplace Act of 2002.

## **SPECIAL REQUIREMENTS**

**Immunization Requirements:** Must be fully immunized against measles, and rubella,. Must provide official documented proof of vaccination prior to employment. Employees are required to provide proof of other immunizations as recommended for healthcare workers by the Centers for Disease Control and Prevention, or of immunity to these diseases.

All employees shall have tuberculin (TB) test upon employment and annually thereafter, or have a follow-up plan approved by employee health if there is a positive test. If employee is known to have a positive TB test prior to entrance on duty, no TB testing will be carried out; instead the employee shall see a physician to establish an individualized program to assure the absence of active TB in the employee, shall complete and annually system questionnaire, and must report any relevant symptoms promptly.

**Special Consideration:** if you are allergic to any component of the vaccine or have documented history of severe reaction to vaccine or are currently pregnant you may not have to be immunized, however, you are required to provide documentation/proof, in order to be considered for employment.

## **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is occasionally required to stand, walk, and sit. The employee must occasionally lift and/or move up to 100 pounds.

## **WORK ENVIRONMENT**

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate.

There is common exposure to contagious and infectious diseases. Hepatitis B vaccine is recommended and offered at no cost. The work may include a certain amount of exposure to hostile and emotionally disturbed patients, families, and visitors.

## **ACKNOWLEDGEMENT**

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of

the job by the employee, is intended to create a contract of employment of any type.

**APPLICATION PROCESS:**

Submit a Tribal Application for this position with supporting documentation to:

**Makah Tribal Council  
Human Resources  
P.O. Box 115, Bldg. 71  
Neah Bay, WA 98357  
Fax: (360) 645-3123  
E-mail: [hr@makah.com](mailto:hr@makah.com)**

**OPEN: January 24, 2024  
CLOSE: February 12, 2024**

**IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.**

**PLEASE NOTE:** If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation, gender identity, or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.