

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2014-066 Issue Date: 04-30-14 Closing Date: 05-06-14

Transportation Specialist
Community Health Representative (CHR) Program
Department of Human Services
Hourly Wage: \$11.98/Full-Time/Regular

Plans and coordinates the transportation operations for the Community Health Representative program by providing transportation services for patients of all ages to medical/dental facilities. Establishes priorities and creates daily appointment schedule according to program guidelines. Conducts home visits and/or follow-up appointments to assure appropriate outreach services were conducted and referrals were handled properly.

Knowledge, Skills and Abilities:

- Knowledge of the community, Yakama Nation Culture and traditions.
- Knowledge of available resources to assist patients.
- Ability to interpret and present information for and on behalf of patients.
- Ability to cope with patients in stressful and crisis situations.
- Ability to establish and maintain effective working relationships with other department staff, supervisors/managers, elected officials, health care providers and the public.
- Ability to lift necessary medical equipment (i.e. Wheelchairs).
- Ability to operate vehicle in all types of traffic and weather conditions. Must exercise good judgment while traveling in adverse weather conditions and hazardous road conditions while transporting.
- Ability to work closely with all CHR staff to ensure a positive work environment.
- Ability to remain flexible to changes in assignments or situations, priorities and handle frequent interruptions.
- Ability to work independently and productively with minimal supervision.
- Ability to complete written reports and program documentation as required.
- Ability to apply active listening techniques to obtain complete and accurate information.
- Ability to handle inquiries, problems, and complaints tactfully, courteously, and effectively.
- Ability to demonstrate a high degree of personal integrity and be able to maintain strict confidentiality.

General Recruiting Indicators:

- One year related experience in health, social, or community service either through education or on the job experience which demonstrates the ability to perform the work.
- Required to pass a pre-employment drug and alcohol test.

Special Requirements:

- Required to obtain and maintain First Aid/CPR card.
- Must possess a valid Washington State Driver's License with ability to obtain a tribal driver's permit.
- Required to successfully pass a background check.
- Position may require occasional travel, weekend or evening work. Flexibility with time is essential in the development and success of this program.