

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2018-255 **Issue Date:** 09-11-18 **Closing Date:** 09-24-18

Transportation Specialist
Community Health Representatives (CHR)
Department of Human Services
Hourly Wage: \$11.98-\$12.58/Regular/Full-Time

Plans and coordinates the transportation operations for the Community Health Representative (CHR) 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, walkers, crutches, etc.)
- Ability to operate vehicle in all different types of traffic and weather conditions. Must exercise good judgement 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 documents 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.

Minimum Qualifications:

- One year related experience in health, social, or community service either through education or on the job experience which demonstrates the ability to perform work duties.
- Required to pass a pre-employment drug and alcohol test.
- Must possess a valid Washington State Driver's License with ability to obtain Yakama Nation Driving Permit.
- Required to obtain and maintain a First Aid/CPR card.
- 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.
- Yakama Enrolled Preference, but all qualified applicants are encouraged to apply.