



**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: Critical Relief Transportation Assistant

Location: Lac Courte Oreilles Community Health Center

Salary Range: \$10.00 per hour

Hours: As needed up to 31 hours per week

Posting Date: August 12, 2016

Closing Date: August 25, 2016

Description of Position:

The CR Transportation Assistant will assist in the transportation of patients safely to and from appointments within and outside of the Lac Courte Oreilles Reservation. Provide transportation for medication delivery. Provide moral support for patients as needed.

Qualifications:

- Good customer service skills
- Able to be “on-call” for last minute transportation of patients for appointments.
- Mantoux TB test current
- Completed Hepatitis B series
- Must be able to pass a background check
- Valid WI Driver’s License
- Valid Vehicle Insurance
- Clear driving record
- Must be able to pass pre-employment drug screen and random drug screen through-out employment
- Ability to maintain confidentiality and observe all requirements of the Federal Privacy Act and HIPAA regulations

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 timely manner.
4. Ensure the safety of patients at all times when transporting to appointments.
5. Responsible for reporting Adverse Incidents.
6. Maintain vehicles repairs, oil changes, tire inflation, and all other maintenance.
7. Responsible for keeping the van clean at all times.
8. Be aware at all times of any significant patient changes and report this information immediately to supervisor and Primary Care Provider.
9. Ensure all vehicles in fleet have safety equipment supplies.
10. Complete monthly reports and submit to supervisor.
11. Complete transportation intake form for each request.
12. Complete MTM referrals on those with MA/MC, with assistance by reception for portal verification (name, DOB)
13. Transferring all medication delivery requests to reception for updates.
14. Document mileage.
15. Promote healthy behaviors and clinic services.
16. Any other duties assigned by Community Health Nurse Director.

Supervision and Guidance:

The Critical Relief Transportation Assistant will work under the direct supervision of the Community Health Nurse Director with oversight by the Health Director.

***Applicants for employment with the Health Center must submit with the 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.

08/08/2016