



COQUILLE INDIAN TRIBE

Job Title: On-Call Driver
Department: Ko-Kwel Wellness Center
Reports to: Mobility Program Coordinator
FLSA Status: Non-Exempt, on-call
Location: Coos Bay/North Bend
Salary: \$15

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance. Candidate must pass a pre-employment drug screen and Criminal and Character Background Check. The position will not exceed 20 hours per week, does not receive benefits, paid time off (PTO) or paid holidays.

JOB SUMMARY OF MAJOR FUNCTIONS

Under the direct supervision of the Mobility Program Coordinator (MPC), the On-Call Driver will provide non-emergent medical and non-medical transportation services to individuals with disabilities, older adults, veterans, low-income persons and 9-12 graders.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Transport eligible passengers in a safe and timely manner.
2. Keep Mobility Program Coordinator up to date on Driver's availability schedule.
3. Track vehicle mileage.
4. Perform pre check and post check inspections.
5. Notify Mobility Program Coordinator of vehicle repair or maintenance issues.
6. Assist with delivering vehicles to shops for cleaning, maintenance, and repairs.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all work requirements that may be inherent in the job.

PHYSICAL REQUIREMENTS

The ability to communicate orally, repetitive movement of the wrists, hands and/or fingers, walking, standing, sitting for extended periods of time, raising or lowering objects, stooping and occasionally requires lifting up to 25 pounds. Will be required to travel by automobile, wheelchair van or small bus. Local and statewide travel is required. This position may involve transporting individuals, families and groups in company and rental vehicles to and from a variety of functions and activities. Driver must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a safety threat to self or others.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Driver must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Excellent oral and written communication skills with strengths in team building, and cooperative problem solving. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.
2. Ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Coquille Indian Tribe.
3. Knowledge of and ability to identify community needs and resources as they relate to transportation, human services programs and employment.
4. Ability to make decisions independently in accordance with established policy and procedures.
5. Ability to exercise excellent organization, time management, analytical and problem-solving skills.
6. Able to ensure good public relations by maintaining a cooperative and considerate attitude toward others.
7. Ability to maintain confidentiality; a breach of confidentiality is grounds for immediate dismissal.
8. Ability to work cooperatively with other departments to accomplish assigned tasks; ability to develop good working relationships with other departments in the organization.

REQUIRED QUALIFICATIONS

- A. High school diploma or equivalent.
- B. Current and valid Oregon driver's license in good standing is required with no insurability restrictions from the Tribe's insurance carrier.
- C. Must be able to safely operate a motor vehicle, small passenger van, and other necessary fleet vehicles.
- D. Must be able to complete Passenger Assistance Safety and Sensitivity (Pass) training for passenger transportation within 90 days of employment.
- E. Frequent local and statewide travel required.
- F. Required to accept the responsibility of a mandatory reporter of abuse and neglect of infants and children, people who are elderly or dependent, individuals with mental illness or development disabilities or residents of nursing homes and other health care facilities. This includes reporting any evidence of physical injury, neglect, sexual or emotional abuse or financial exploitation.
- G. First Aid/CPR certification required or ability to obtain within 90 days of employment.
- H. Experience in health and social service-related field preferred.
- I. Experience in public or private transportation services preferred.
- J. Experience with the delivery of health care services in Native American communities preferred.