

**Blackfeet Nation
Blackfeet Tribal Health Services**

Position:	Transportation Specialist
Division:	Blackfeet Tribal Health System
Department:	Public Health Clinic
Reports to:	Public Health Administrator
Location:	All Clinical Sites
Pay Grade:	Grade 5-6, Per Wage Scale
Healthcare Provider Classification:	Healthcare Provider
FLSA Classification:	Exempt/Full Time
Classification:	Director/Security Sensitive
Biological Hazards Risk Group:	NIH Risk Group 3 – High Risk

Summary:

This position is located in the office of Blackfeet Tribal Public Health clinic. This type of position may have a duty station located in any community on the Reservation as determined by the need for assistance to members in all age groups, with a variety of health-related issues. Such outreach services include patient education, transportation services, data collection, and assistance to health care providers as required by the members' health needs.

Essential Responsibilities and Duties:

- Works with Public Health Administrator to establish program goals and sets priorities to complete these goals.
- Performs specific CNA duties, as needed for transportation assistance, learn to perform specialized charting requirements.
- provides services such as basic first aid, blood pressure screenings, and simple wound care
- Assists in developing, implementing, and coordinating client centered social events including community intergenerational programs.
- Develop, plan, organize, implement, and evaluate a diverse and varied program.
- Enforce regulations of program adhering to program procedures to ensure safety of all clients.
- Drives clients in the program owned vehicles on trips inside and outside the surrounding community.
- Meets the client's needs and interests taking into consideration the abilities and physical limitations as well as diversity of activities including physical, social, intellectual, entertaining, etc.
- Communicates to clients, staff members, and the community, the purpose, goals and achievement of the activity program.
- Develop methods for effective utilization of community resources.
- Create a positive, caring and stimulating environment
- Perform other duties as assigned.

Working Environment and Physical Demands:

- Works in conjunction with the other Public Health staff members and Tribal Government.
- Physical capabilities cover characteristics and abilities including specific agility and dexterity requirements and the physical exertion included in the work. (ex: climbing, lifting, pushing, balancing, stooping, kneeling, crouching, crawling, reaching and prolonged standing.)
- Mental acuity includes information retention, administrative organization, competence with written, verbal and electronic reporting systems.

- Must be able to perform essential duties with or without reasonable accommodation efficiently, accurately and without causing a direct safety threat to the individual of others.
- Occasional evening, weekend and overnight work may be required.

Qualifications:

Minimum:

- High School Diploma or G.E.D
- Obtain CPR/1st Aid certification within ninety (90) days of hire
- C.N.A. (Certified Nursing Assistant) License within one (1) year of employment.
- Must have a current Montana Driver's License.

Preference will be given to Blackfeet Nation enrolled members or members of a Federally recognized Tribe. However, all qualified individuals are eligible to apply. The Blackfeet Nation is an at-will employer.