



Employment Opportunity

6330 31st Ave NE Ste 101
Tulalip, WA 98271
Q4C Human Resources: 360-716-2203
www.quilcedacreekcounselingcompany.com

JOB TITLE: Part- Time Transportation Officer

PAY RANGE: \$19.82 – \$29.74

DEPARTMENT: Quil Ceda Creek Counseling Company (Q4C)

JOB SUMMARY: Under the direction of the Q4C Security Manager, provide quality, timely, safe non-emergent travel to and from appointments at Q4C. Transport can and will include: Children, Adults, People with disabilities and culturally diverse populations.

TO APPLY: Complete the web form application located on the Munis Self Service portal:

<https://ess.tulaliptribes-nsn.gov/MSSQCV/employmentopportunities/default.aspx>. For more information or questions, please visit: www.quilcedacreekcounselingcompany.com/careers or call Q4C Office Manager at 360-716-2203.

NOTE: *The Tulalip Tribes publicly announces that Indian Preference in hiring applies to all job opportunities.*

EMPLOYEE CLASSIFICATION: Non-Exempt

EMPLOYEE REPORTS TO: Q4C Security Manager

EMPLOYEE SUPERVISES: N/A

EDUCATION:

- High School Diploma

SKILLS:

- Work effectively in a culturally diverse environment.
- Maintain confidentiality and communicate with tact and discretion.
- Organize, plan, coordinate, and carry-out assigned tasks with accuracy and attention to detail.
- Provide excellent customer service and problem solve effectively.
- Learn, interpret and apply codes, policies, procedures, and other written materials.
- Continually learn and utilize a variety of information systems and software.
- Read a map or use a GPS system.
- Knowledge of the area is a must.
- Read, Write and speak English fluently.
- Have tolerance and patience to deal with upset, angry and/or frustrated patients and/or vendors.
- Must be able to successfully multi-task in a fast-paced environment.

EXPERIENCE:

- Minimum of One (1) year experience working as a driver or a client transporter.
- Minimum of One (1) year experience working with HIPAA and confidentiality.
- Minimum of One (1) year experience working in a guest service field preferred.
- Basic vehicle maintenance and/or mechanic skills preferred.
- Must be 21 or older.

OTHER REQUIREMENTS:

- Office practices and procedures.
- Occupational hazards and safety precautions.
- Safety practices and techniques in mechanics.

PHYSICAL CHARACTERISTICS AND/OR PREREQUISITES:

- Will be required to attend, complete and keep current CPR, BBP, AED, First Aid and any other training deemed necessary.
- Employment is contingent upon successful completion of a pre-employment background check and drug screening.
- Valid and unrestricted Washington State Driver's License.
- Must adhere to the Motor Vehicle Regulation. **(3 yr Abstract Required)**

- Must pass an **Agility Exam** to determine if physically capable of performing job duties.
- Have tolerance and patience to deal with upset, angry, and/or frustrated patients.
- Strength to lift objects weighing up to 25lbs. occasionally.
- Mobility to bend, stoop, and/or climb stairs on an everyday basis.
- Strength to help clients in and out of the vehicles.

SPECIFIC JOB PERFORMED:

- Ensures vehicles have properly working lights, windshield wipers, brakes, and tires.
- Transports clients to and from all non-emergent medical appointments.
- Assists senior citizens and persons with disabilities when needed or requested.
- Attend and participate in staff meetings, activities, and training as directed by supervisor, department director or designee.
- Completes thorough vehicle safety inspection prior to and after every shift.
- Complies with all departmental standard operating procedures and assists with the development and maintenance of procedures to ensure office efficiency as directed.
- Differentiate passenger issues with the ability to decipher problems versus complaints.
- Follows all state and local driving regulations.
- Maintains the cleanliness of the shuttle bus or car daily.
- Observes and enforces the passenger conduct policy.
- Provides necessary reports and paperwork to appropriate supervisor on all accidents and incidents.
- Regular and satisfactory attendance and punctuality.
- Performs other job-related duties as required or directed.

TERMS OF EMPLOYMENT:

This is a Regular Part-time position, requiring at least 20 hours per week, or 1040 hours per year. Employee may be required to work after hours, weekends, special events and/or on call. Employees will be required to work on-site, no telecommuting. No provisions for relocation will be provided.

Disclaimer: The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.