

Cross Road Health Ministries, Inc.

Job Description

Job Title: Patient Transport Driver
Department: Clinic
Supervisor: Chief Medical Officer
FLSA Status: Part-time Non-exempt
Approval: By: KJW Date: 07/08/2019
Work Hours: Regular days as scheduled and as needed.

Position Summary: Provide scheduled Non-emergent medical transportation for behavioral health and medical patients.

Essential Duties and Responsibilities:

- Provides patient transportation to medical facilities and specialty clinics.
- Will be available for duty on regular days as scheduled.
- Make round trips to transport patients to and/or from medical facilities in Anchorage or the Mat-Su Valley.
- Maintain CONFIDENTIALITY in regard to the patient and program matters. Carry out rules of Health Insurance Portability and Accountability Act (HIPAA), which protects patient rights.
- Communicate with the NEMT Coordinator when on long distance patient transports via cell phones as to problems and/or progress if necessary.
- Communicate with the Facilities Director regarding any vehicle maintenance issues.
- Maintain a clean transport vehicle and follow applicable infection control standards.
- Comply with and assure that patients and riders comply with NEMT Patient and Rider Rules.
- Perform other reasonably related duties as assigned by the Support Services Manager.
- Complies with all applicable CRHM policies.
- Actively supports the mission and values of CRHM.

Skills:

- Effective written and oral communication skills
- Ability to apply ideas in different situations
- Ability to follow policies and procedures

Qualifications:

- Good leadership skills
- Outgoing personality
- Physically able to drive a vehicle for long periods of time and navigate Alaska roads
- Strength of will to refuse requests from patients if they are outside of the purpose of the trip or our policies and procedures

Education/Experience:

- Completion of a CRHM approved safe driving course

- Alaska driver's license and a clean driving record

Other Skills:

- Friendly, outgoing personality
- Ability to converse easily with people of all walks of life
- Team spirit

Physical Demands/Work Environment: The physical demands described here are representative of those that must be met by a Patient Transport Driver employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel and reach with hands and arms. The employee is frequently required to sit, safely operate a vehicle, and talk or hear. The employee is often required to stand, walk, climb stairs and balance. Lifting items weighing less than 10 pounds is frequently required. Rarely is there a need to lift more than 25 pounds.

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job.

This Job Description reflects CRHM's best effort to describe the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. *This is not intended to be a contract.*

Your signature indicates you have read this Job Description and understand the essential qualifications and functions of the job.

Employee Signature: _____

Employee Printed Name: _____

Date: _____

HRD Signature: _____

Date: _____