

YUROK TRIBE JOB DESCRIPTION
Program Support Driver

Job Title:	Program Support Driver	Job Code	5
Department	Tribal Court	Location	On/Off Reservation
Reports To:	Wellness Program Manager	FLSA Status	Non-Exempt
ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE			
Salary Range	\$18.23 - \$23.79		

POSITION SUMMARY:

The purpose of this position is to provide transportation services for clients enrolled in the Wellness Programs or participants in other Tribal Court Programs. The driver will transport clients to their appointments, residential treatment, school programs, medical appointments, probation appointments, counseling appointments, or pharmacies to pick up medication.

DUTIES AND RESPONSIBILITIES:

1. Transport and deliver clients to various appointments as directed by the case staff per planned route.
2. Ensure that only authorized riders and items are in tribal vehicles.
3. Maintain a variety of records relating to transportation, vehicle operation, and maintenance.
4. Independent judgment must be exercised in handling unusual situations arising with passengers.
5. Assume responsibility for care and maintenance of the vehicle, including washing the vehicle and cleaning the interior.
6. Take the vehicle to the garage for maintenance and repair.
7. Assist passengers in getting in and out of vehicles and other courtesies.
8. Assist passengers in securing wheelchairs and other mobility devices.
9. Ensure Release and Waiver of Liability forms are filled out by each passenger.
10. Other related duties as assigned.

SUPERVISORY RESPONSIBILITIES:

None.

MINIMUM QUALIFICATIONS:

1. Knowledge of basic automotive maintenance procedures.
2. Ability to deal effectively and patiently with others.
3. Ability to operate a passenger vehicle with no more than seven occupants.
4. Working knowledge of the rules and regulations involved in the safe and efficient operation of automotive equipment.
5. Ability to understand and follow oral and written instructions.
6. Ability to operate lift equipment and to correctly secure wheelchairs and other mobility devices.

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EDUCATION/EXPERIENCE:

High school diploma or equivalent AND four (4) years of general work experience OR two (2) years of specialized experience.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe's Drug and Alcohol-Free Work Place Policy including pre-employment screening.
2. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
3. When necessary, must be able to lift 25 to 50 pounds.
4. Must have a valid California Driver's License and insurability under the Motor Vehicle Policy during term of employment.
5. Must pass a background investigation and fingerprint clearance.
6. THIS POSITION REQUIRES COMPLIANCE WITH THE INDIAN CHILD PROTECTION and FAMILY VIOLENCE PREVENTION ACT PUBLIC LAW 101-630; 25 CODE of FEDERAL REGULATIONS PART 63 – INDIAN CHILD PROTECTION and FAMILY VIOLENCE PREVENTION; CRIME CONTROL ACT OF 1990, EMPLOYEE BACKGROUND CHECKS; and EXECUTIVE ORDER 12968, ADJUDICATIVE GUIDELINES
7. LANGUAGE SKILLS: Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With the ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
8. REASONING ABILITY: Apply common sense understanding to carry out instructions furnished in written, oral, and/or diagram form. With the ability to deal with problems involving several concrete variables in standardized situations.
9. PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 20 pounds.
10. VISION REQUIREMENTS:
 - Close vision (clear vision at 20 inches or less).
 - Color vision (ability to identify and distinguish colors).
 - Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
 - Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, _____ (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures—personnel, vehicle usage,

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procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

Employee Signature

Date

Employee #

Supervisor Signature

Date