



JOB OPPORTUNITY

Fresno American Indian Health Project seeks a qualified, committed, and experienced person for the following position:

DRIVER/ TRANSPORTER

Title: Driver / Transporter
Department: Administration
Supervised by: Executive Administrator
Supervises: No
Travel Required: Locally
Salary Range: \$20.00 - \$26.00 / hourly
Type: Full-time; 40 Hours per week; Non-Exempt

POSITION PURPOSE AND SUMMARY

The Driver/Transporter reports to the Executive Administrator and is responsible for providing safe and reliable transportation services to clients (adults, elderly, youth), patients, staff, and community members for health and wellness appointments or FAIHP activities. This role ensures that all passengers are transported safely, punctually, and comfortably. The Driver/Transporter is also responsible for maintaining vehicle records and providing assistance to other departments when transportation services are not required.

MINIMUM REQUIREMENTS

EDUCATION:

- Required High School Diploma or Equivalent

EXPERIENCE:

- Availability to work evening and weekend hours as required.
- Required knowledge of and/or sensitivity to the needs of the American Indian community/culture.
- Demonstrated ability or willingness to work with culturally diverse populations, youth, and professionals.
- Demonstrated computer skills proficient in Microsoft Office Suite, Practice Management System, & in learning new software programs
- Flexibility to adjust to changing schedules, client needs, and other variables that may arise during daily operations.
- Demonstrated ability to communicate effectively and professionally both verbally and in writing.
- Required experience in conducting periodic safety inspections of transportation routes and makes recommendations for improvements if necessary.

LICENSE/CERTIFICATIONS:

- Required Active CA driver's license
- Required Valid Class B California Driver's license and DMV report with fewer than 2 infraction points within a 12-month period and automobile insurance (AND/OR Class C with willingness to acquire Class B within 60 days of hire).

SKILLS:

- Proficient in MS Office (Word, Excel, PowerPoint) and Google Workspace (Gmail, Drive).
- Proficiency in operating various types of vehicles, including vans or buses.
- Ability to navigate through different routes and conditions safely.
- Knowledge of traffic laws, signs, and vehicle maintenance.
- Ability to convey information regarding schedules, changes, and transportation procedures to clients.
- Active listening to understand and address clients' concerns during transport
- Patience and empathy when dealing with clients, especially those who may be anxious or have special needs.
- Ability to assess and adapt to challenging situations, such as inclement weather or traffic delays.
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A clear background check, drug screen, COVID-19 vaccinations, and negative TB screen are necessary for employment.

FAIHP offers a robust benefits package that includes:

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|--------------------|---------------------|--------------------|
| • Health Insurance | • Life Insurance | • Sick |
| • Dental Insurance | • 403(b) retirement | • 16 paid holidays |
| • Vision | • Vacation | per year |

Submit your Resume to jobs@faihp.org or complete a FAIHP Employment Application by

Posting Date: 08/21/2024

Closing Date: Until Filled



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visiting our website at www.faihp.org

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