

**WICHITA & AFFILIATED TRIBES
POSITION DESCRIPTION**

TITLE: PATIENT TRANSPORTER

SUPERVISOR: CHR/EMS PROGRAM DIRECTOR

GENERAL DESCRIPTION: Under the supervision of the CHR/EMS Director. Patient Transporter performs all duties and responsibilities associated helping patients by transporting them into, around, and out of the health care organizations. Responsible for keeping daily records and submitting to the Director concerning visits made and what actions were taken, people transported and where, follow-up visits, reason, workshop/meetings attended and other services performed during the work day.

DUTIES AND RESPONSIBILITIES:

1. Report to the office each morning to check daily schedule. (Check in time no later than 8:00 a.m.) Responsible for being punctual and attentive to appointment schedules.
2. Transport clients to Public Health Service, as well as other health facilities, when necessary and only when no other means of transportation is available.
3. Assist clients in and out of vehicle; lift clients in and out of wheelchairs; and assist them to and from special service and treatment areas.
4. Act as an advocate for client between doctors, nurses, and other types of resource agencies. Comfort clients by offering support and encouragement; demonstrates caring and cultural sensitivity.
5. Transports prescribed equipment and medications by picking up orders/prescriptions and delivering to clients.
6. Keep daily records and submit, as directed, to the Director, concerning: visits made and actions taken; people transported and where; follow-up visits and reason; workshop/meetings attended; and other services performed during the work day.
7. Attend job related meetings, trainings, and conferences (when time and funds permit).
8. Assist in the preparation of health related programs to take care of tribal needs, i.e., rabies clinics, health screenings, etc. Be familiar with diabetic glucometers and supplies.
9. Keep the people informed of any changes or updates made to the Indian Health Services' Policies and Procedures.
10. Perform other duties related to position as necessary or as assigned.

QUALIFICATIONS:

1. Must have high school diploma or GED.
2. Must have communication skills, both oral and written, to interact with people, hospital/clinic personnel as well as officials and other individuals regarding client matters.
3. Must have computer skills and able to operate software for letter processing and spreadsheets.
4. Must have operative home telephone or cell phone.
5. Must be willing to work after hours and some weekends, if necessary.
6. Must be willing to participate in the following training sessions:
 - (a) CPR/First Aid
 - (b) AED
 - (c) Basic Vital Signs (Blood Pressure, Temperature, Pulse)
 - (d) Diabetes (Glucometers, Diabetic Supplies)
 - (f) Other various training, as needed
7. Must be compassionate and patient.
8. Must possess a valid Oklahoma Driver's License.
9. This position requires a successful background check and drug screening.
10. Must sign a Confidentiality Agreement and abide by confidentiality as required regarding client matters.