

**HEALTH TRANSPORT TECHNCIAN**

**Hourly Pay Range: $16.50 - $22.45**

Department: Health Transport Services (HTS) FLSA Status: Non-Exempt

At Will Position – (Part Time) Reports to HTS Manager

**General Purpose**

Health Transport Technicians are compassionate, caring, reliable and responsible for moving clients often with mobility challenges to their health care destinations safely and on time.

**Essential Duties and Responsibilities**

The duties and responsibilities listed below are to provide a representative list of the various types of work that may be performed. Specifications are not intended to reflect all duties performed within the job class, and incumbent may expect to perform other related similar duties.

* Performance of tasks involving wheel chairs, oxygen tanks, mechanical lifts, and hand trucks
* Responsible for daily cleaning and stocking of HTS vans and SUVs
* Responsible for the daily checking of the engine compartments (fluid levels, belts, and hoses)
* Responsible for maintaining a clean and organized work environment
* Perform as “extra-hand” during the transfer of patients or clients to and from wheel chair vans
* Safe operation of chair vans
* Responsible for the safety of patients and clients during transports
* Responsible for maintaining accurate and complete transport paperwork
* Responsible for delivering all patient paperwork in a confidential and orderly manner to dispatch during work shift
* Performance of other tasks and duties as assigned

**Required Skills/Abilities**

* No suspensions, DUI, or More than 1 citation in the past 5 years
* Must pass criminal background check
* Ability to maintain high level of confidentiality
* High school diploma or G.E.D. equivalent
* Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future
* Ability to operate mobile phone and associated applications as well as use navigational tools;
* Apply principles and procedures of record keeping and reporting;
* Understand, explain, interpret and apply federal, state and District requirements as they pertain to this position;
* Evaluate work place safety and security programs and practices and make sound recommendations for improvement; principles of supervision, training and performance evaluation

The**Heath Transport Technician** is responsible for providing Non-Emergency Transportation and Non-Medical services in a safe and reliable manner. Will ensure the customer and client receive the highest degree of courtesy and professionalism. This work is done in compliance with the procedures defined by the client and in conformance with company procedures.

**Responsibilities**

* Must provide safe, reliable, excellent customer service to customers and clients
* Must assist with passenger loading/ unloading and mobility device from vehicle as required by safety protocols
* Ensure on-time pick-up and drop off of clients and family members
* Demonstrates understanding and sensitivity of the needs of older adults and individuals with disabilities
* Provide excellent customer service to patients, clients, family, co-workers, persons from other agencies, and the public
* Familiarity with the main roadways and major highways in the service area
* Ability to understand highway traffic signs, signals, maps, manifests, and schedules
* Ability to speak, read and write the English language sufficiently
* Complete thorough vehicle pre-trip, post-trip, and other vehicle inspections as required
* Utilize phones, tablets or other electronic device as required
* Establish and maintain cooperative working relationships with others; deal tactfully and courteously with the public.
* Communicate clearly and concisely, both orally and in writing.
* Operate a vehicle including observing legal and defensive driving practices.

**Education and Experience**

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

* Possess a continuously validCalifornia driver’s license - Class C for the past five years, from date of issue.
* Must be able to pass DOT physical and pre-employment drug/alcohol screening
* No suspensions, DUI, or More than 1 citation in the past 5 years
* Must pass national criminal background check
* Ability to maintain high level of confidentiality including adherence to HIPPA Regulations
* High school diploma or G.E.D. equivalent
* Must be authorized to work in the United States and not require work authorization sponsorship by the district for this position now or in the future.
* A valid Nevada or California Driver’s license required
* Able to operate simple computer programs
* Able to follow driving directions
* A self-starter that requires little supervision
* Able to function in a team based structure
* Complete First Aid/CPR/AED Training within 30 days of Hiring.

**Physical Tasks and Environmental Conditions**

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions on a case by case basis.

Employees must meet the following requirements, which are necessary to successfully perform the essential functions of this position:

* Communicate orally and by telephone with management, co-workers, and the public in face-to-face, one-to-one, and group settings;
* Sit or stand for extended periods of time
* Push patient laden wheelchair around various obstacles and over various floor surfaces.
* Display compassion with confused and agitated patients

**Special Requirements**

May be required to work occasional overtime, weekends, holidays or other non-scheduled hours.