

HOULTON BAND OF MALISEET INDIANS

Job Description

Legal Transport Navigator

Approved by Council: 11/25/24

STATUS: Full Time

SUPERVISED BY: Court Clerk/Administrator

SALARY RANGE: \$17.79-20.19

ROLE: The Legal Transport Navigator will provide reliable and safe transportation services for clients of the Maliseet Nation Tribal Court

POSITION RESPONSIBILITIES:

1. Provide transportation services for clients to and from destinations.
2. Receive and coordinate all transport requests.
3. Maintain driving logs, obtain designated reservations, and transport numbers, obtain and submit required documentation and vouchers. Maintain a daily log of all transportation services and submit required monthly reports.
4. Maintain a mileage log in vehicle for each client transport.
5. Responsible for daily maintenance checks of transport vehicles and report any maintenance issues or routine maintenance needs to the Transit Program Director.
6. Maintain cleanliness of transportation vehicles
7. Ensure safety of all passengers by abiding by all State driving laws and regulations
8. Abide by all HBMI Policies and Procedures.
9. Maintain a clean, valid driver's license and comply with the United States Federal driving rules and regulations.
10. Interact with clients in a positive and tactful manner.
11. Assist clients according to ADA guidelines.
12. Other job-related responsibilities as assigned from time to time by the Tribal Court Clerk/Administrator.
13. Follow Covid-19 Protocols for transportation.
14. Strict confidentiality in accordance with HIPPA

MINIMUM QUALIFICATIONS:

- Must Possess a clean, valid Maine Driver's License at all times
- Must be willing to submit to and successfully complete a DMV background investigation
- Must be insurable by the HBMI Insurance Carrier.
- High School Diploma or GED
- First Aid and CPR Certified or ability to obtain
- Must provide consent to, and pass, a criminal FBI background check, DHHS background check, and a urine drug screen
- Ability to work a flexible schedule, when needed, such as occasional nights and weekends.

Responsibility for Safety and Health:

Every employee is responsible for safety and the prevention of accidents and injuries. Successful job performance depends on attention to safety issues.

Physical Requirements:

Physical Abilities

Bending	Sitting	<i>N (Not Applicable)</i>
Carrying	Standing	<i>O (Occasionally) up to 2 hours a day</i>
Driving	Talking	<i>F (Frequently) 2-6 hours a day</i>
Handling	Walking	<i>C (Constantly) over six hours a day</i>
Hearing	<u>Lift/Carry</u>	
Keyboarding	50 lbs. or less	
Kneeling	<u>Push/Pull</u>	
Reaching	50 lbs. or less	

Application are available for download at our web site maliseets.net, at the front desk of the Administration Building or have one mailed to you by contacting the HR Coordinator at 532-4273 or e-mail hr@maliseets.com. **If selected for employment you will be subject to Alcohol and Drug testing. If you fail the Alcohol or Drug testing any offer of employment will be withdrawn by HBMI.**

Applications will be accepted until close of business December 23rd, 2024

TO APPLY:

Submit an application to:
Houlton Band of Maliseet Indians
Attn: Jessica Huff
88 Bell Road
Littleton, Maine 04730

The HBMI practices Indian Preference to qualified Native Americans in accordance with Public Law 93-638 and is an Equal Opportunity Employer.