

HOULTON BAND OF MALISEET INDIANS

Job Description

MEDICAL TRANSPORTATION DRIVER

Approved by Council: 06/17/2025

STATUS: Part time 30-hours per week

SALARY RANGE: Tier 12 \$14.65- \$17.79 per hour

SUPERVISED BY: Administrative Secretary/Transportation Coordinator

ROLE: The Medical Transportation Driver provides medical transportation services to eligible HBMI clients. The individual in this role will receive transportation requests and their workload will be based upon those requests.

POSITION RESPONSIBILITIES:

1. Transport eligible clients to and from their medical and/or behavioral health appointments and/ or to pick up medical supplies/ prescriptions.
2. Maintain a daily log of all transportation services provided and submits this report to their supervisor at the end of each month.
3. Responsible for the daily maintenance checks of HBMI transportation vehicle being utilized at the time of service and report any needs for maintenance or repairs to their supervisor.
4. Abide by the Maliseet Health & Wellness Center's Transportation Policies and all other HBMI Policies and Procedures.
5. Maintain mileage log in all transportation vehicles
6. Maintain cleanliness of transportation vehicles
7. Maintain a clean driving record and valid State of Maine driver's license at all times
8. Ensure safety of all passengers by abiding by all State driving laws and regulations
9. Abide by the Health Insurance Portability and Accountability Act (HIPAA) and attend annual Training as required by HBMI Policy and maintain HIPA Compliance in performance of position function.
10. Attend required meetings, in-service workshops, and training seminars as determined by Supervisor.
11. Interact with clients in a positive and tactful manner.
12. Other duties as assigned from time to time by supervisor or the HBMI Health Director.

MINIMUM QUALIFICATIONS:

- Must possess a clean, valid State of Maine Driver's License
- Must be willing to have a DMV background investigation
- Must be insurable by the HBMI Insurance Carrier
- High School Diploma or GED
- Must provide consent to, and pass, a criminal background check, DHHS background check, and a urine drug screen
- Ability to work a flexible schedule, when needed, such as occasional evenings and some weekends, as needed.
- Ability to interact with the Tribal Community, Staff and the General Public in a positive manner.

Responsibility for Safety and Health:

Every employee is responsible for maintaining a safe work environment. The prevention of accidents and injuries is the number one priority of HBMI. Successful job performance depends on attention to safety issues and an absolute necessity for all HBMI employees.

Physical Requirements:

Physical Abilities

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

Complete job description, list of duties and qualifications and HBMI applications are available for download at our web site www.maliseets.net. Application are available at the front desk of the Administration Building or have one mailed to you by either calling the Administration Office 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 on November 12th, 2025

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/At-Will Employer.