

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
(406) 675-2700
PERSONNEL OFFICE FAX: (406) 226-2562
WEBSITE ADDRESS: cslt.org
E-mail: carla.matt@cslt.org**

TITLE: TCC CHR Transportation Specialist (Ronan, MT)

LOCATION: Tribal Health Department

SALARY: \$17.64 - \$20.28 per hour

CLOSING DATE: Monday December 22, 2025 at 5:30 p.m. (MST)

SPECIAL CONDITIONS:

Position is a Testing Designated Position within the definition of the CSKT Drug Free Workplace Policy effective January 1, 1998. The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test and serve a mandatory six (6) month probationary period.

The TCC CHR Transportation Specialist primarily responsible for ensuring the safety and welfare of Tribal Health customers, their escort, and Tribal Health Staff during transport to and from medical appointments, CSKT sponsored events, Tribal Health events, or social need appointments. The TCC CHR Transportation Specialist is responsible for assisting in supporting patient care in the following ways:

TCC CHR Transportation Specialist Duties (100%):

- Explains and educates patient/family on services offered by Tribal Health including Tribal Care Coordination.
- May accompany care managers and/or other members of the care team on home visits, as applicable.
- Makes independent home visits for identifying needs of the patient and reporting to the care team or supervisor.
- Acts as an advocate by transporting and assisting patients to navigate the health systems to get into their medical appointments.
- At times when the patients asks for support, the TCC CHR Transportation may accompany the patient into their appointments.
- Communicating key information to their supervisor regarding patient information.
- Build rapport and trust with the patient and family members.
- Assists patients in coordinating transportation to health-related appointments.
- Makes referral to community resources (ex. Food banks, meal on wheels, etc)
- Being mindful of traditional healing methods used by the patient.
- Will follow all road and safety regulations.
- Completes a comprehensive pre-trip inspection of the vehicle daily, reporting any conditions of concern to TCC Administrative Assistance before transporting any patients.
- Ensures cell phone is charged and in proper working order before each trip.
- Ensures vehicle always has sufficient fuel.
- Ensures vehicle is thoroughly cleaned and free of debris inside and out daily.
- Routinely inventories vehicle emergency and first aid supplies and equipment; reports need to TCC Administrative Assistant.

- Ensures necessary transportation devices and aides are secured in place for transporting special needs recipients.
- In consultation with the supervisor, develops and follows efficient and safe routes to ensure timely transport to and from medical appointments and/or other appointments.
- Ensures safe loading and unloading procedures utilized with all patients.
- Ensures all patients are in age-appropriate safety restraints at all times during transport.
- Ensures all patients are picked up and dropped off at their residence or where designated.
- Ensures transportation schedule is punctual and timely manner. NO ADDITIONAL "side visits" (bank, post office, store, own personal business, etc.) unless approved by supervisor.
- Refuse transportation to any person who appears to be under the influence of any substance to ensure the safety of all patients.
- Establishes and maintains clear and professional communication with patients, medical facility staff, and coworkers to improve quality of service and customer satisfaction.
- Reports any traffic violations to their supervisor immediately.
- In an accident, follows medical emergency procedures; completes a written accident report as required.
- The incumbent needs to report any observed or suspected child abuse and neglect. Must adequately report and document any incidents and submit to supervisor.
- Will travel throughout the reservation, potentially within the state and/or out-of-state locations for patient's medical appointments and training or meeting purposes.
- Participates in mandated meetings and seeks ongoing education to improve knowledge and skills for transporting and caring for customers.
- Transport medical equipment and supplies from manufacturers or Tribal Health facilities to aid patient care.
- Work schedule is not always reflective of a typical 8hr day and will require medical transport on major and designed holidays to maintain customer treatment schedules.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION):

- Must be 18 years or older with a High School Diploma/GED
- A minimum of 2-years' experience working in the health care setting OR proof of a Certified Nursing Assistant course completion with a minimum of 1-year work as a nursing assistant AND a valid and unrestricted driver's license, and insurable under the Tribes fleet policy.
- Heartsaver CPR within six months of hire
- Completion of assigned CHR course within 3 months
- Certificate in Defensive and Distracted Driving course; or get one within six months of hire
- Certificate in Passenger Service and Safety, or obtain one within six months of hire

SUBMIT:

1. Completed Tribal employment application.
2. Copy of relevant academic transcripts, certifications
3. Copy of Valid Driver's License
4. If applicable, proof of enrollment from a federally recognized Tribe if other than CSKT.
5. If claiming veteran's preference, a copy of DD214 must be submitted.

SUBMIT ALL OF THE ABOVE TO: Tribal Personnel Office, PO Box 278, Pablo MT 59855, Telephone (406) 675-2700 Ext. #1040 or personnel@cskt.org .

FOR MORE INFORMATION: Jamie Cahoon, Tribal Health Department – (406) 675-2700 Ext. #5046