



EMPLOYMENT ANNOUNCEMENT

POSITION: TRANSPORTATION DRIVER
SUPERVISOR: TRANSPORTATION MANAGER

DEPARTMENT: TRANSPORTATION
SALARY: HS STARTING \$17.00
CDL STARTING \$17.85
SALARY RISES BASED ON EXPERIENCE

CLASSIFICATION: REGULAR, FULL-TIME
OPENING DATE: SEPTEMBER 12, 2024

CLOSING DATE: SEPTEMBER 30, 2024

MAJOR DUTIES:

- Responsible for transporting patients and clients to appointments and procedures locally, throughout Montana, and the Pacific Northwest.
- Safely transports medical patients and chemical dependency clients as determined by the supervisor.
- Responsible for the vehicle assigned to report any maintenance repairs as needed, mileage, and gas receipts turned in daily to the supervisor and responsible to keep the vehicle clean.
- Responsible for the general maintenance of all health board vehicle they are assigned.
- Ensures vehicle is in clean and working order and has adequate fuel.
- Other duties as assigned.

THIS EMPLOYMENT ANNOUNCEMENT DOES NOT CONTAIN A COMPREHENSIVE DESCRIPTION OF ACTIVITIES, DUTIES, OR RESPONSIBILITIES THAT ARE REQUIRED FOR THIS POSITION. DUTIES, RESPONSIBILITIES, AND ACTIVITIES WILL BE REVIEWED PERIODICALLY AS DUTIES AND RESPONSIBILITIES CHANGE WITH NECESSITY.

MINIMUM QUALIFICATIONS:

APPLICANTS WITH CREDENTIALS THAT DO NOT MEET THE MINIMUM QUALIFICATIONS FOR THIS POSITION WILL NOT BE CONSIDERED.

- High School Diploma or Equivalent
- Valid Montana Driver's License with clean driving record for last three years.
- Ability to assist patients as needed (lifting, escorting, etc.)
- Ability to drive long distances in all weather conditions.

DESIRED QUALIFICATIONS:

- Knowledge of the Rocky Boy's Reservation as to its geographic to population groups, health needs, and cultural differences.
- Some knowledge of the Chippewa Cree language, culture, and traditions preferred.

APPLICANTS MUST SUBMIT THE FOLLOWING ITEMS:

- Rocky Boy Health Center Employment Application
- Letter of interest/Cover letter
- Resume or Curriculum Vitae
- Copy of Valid Montana Driver's License
- Consent to Release Driving Record & Non-identifiable Personal Information Request (MT DOJ form)

ROCKY BOY HEALTH CENTER HUMAN RESOURCES IS NOT RESPONSIBLE FOR ENSURING APPLICATION PACKAGE IS COMPLETE. ONLY THOSE APPLICATIONS PROPERLY COMPLETED AND RECEIVED ON OR BEFORE THE CLOSING DATE AT 4:00 PM WILL BE CONSIDERED FOR THE POSITION ADVERTISED.

ALL EMPLOYMENT OFFERS ARE CONTINGENT UPON SUCCESSFUL COMPLETION OF A BACKGROUND CHECK AND PRE-EMPLOYMENT DRUG TEST. SUCCESSFUL APPLICANTS ARE SUBJECT TO A 60-DAY PROBATIONARY PERIOD.

SUBMIT APPLICATION:



In Person

Rocky Boy Health Center Human Resources Office
6850 Upper Box Elder Road Box Elder, Montana 59521



E-mail

rbhchr@rbclinic.org



Online

<https://www.rbclinic.org/employment>

APPROVED FOR ADVERTISEMENT:

DocuSigned by:

Joel Rosette

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Joel Rosette,

Chief Executive Officer