

Sample First Nation Medical Driver Job Description

POSITION: MEDICAL DRIVER

REPORTS TO: Director of Health

DIRECT REPORTS: None

OVERALL RESPONSIBILITY: Provide safe and courteous medical transportation services to the members of the community while ensuring the proper functioning of the transportation vehicle and equipment.

KEY FUNCTIONS

1. Efficient and thorough planning of the transportation to be provided on a daily basis
2. Establish precise itineraries (i.e. evaluating the distances of the routes and time needed in order to travel them to ensure patients/clients arrive to their appointments on time)
3. Assist the elderly, disabled, or ill to and from the vehicle
4. Verify that clients are authorised to travel by the community transportation coordinator/First Nation organization or Health Canada
5. Provide transportation to the clients in a safe manner according to the required timelines (i.e. picking them up at home and driving them to their appointments, picking them back up at the designated time, helping them to take their seats in the vehicle and to disembark, and monitoring and intervening as needed)
6. Ensure the safe transportation of certain merchandise (i.e. blood samples/boxes) while ensuring the established standards are respected
7. Ensure all passengers abide by medical transportation policies, as well as safety and hygiene regulations (wearing seat belts, no smoking in vehicle, etc.)
8. Assist with authorized pickups of prescriptions and medical supplies
9. Provide meal coupons to clients and keeping an up-to-date distribution list
10. Provide daily reports by maintaining a log book of clients transported, names, registry numbers, appointment time and date, location of appointment, etc.

QUALIFICATIONS

- High School Diploma
- Current Driver's Abstract and Class 4B driver's license
- Experience driving 10-24 passenger vehicles
- CPR and First Aid
- Good interpersonal skills (openness and empathy for the patients)
- Good knowledge and understanding of First Nations culture and the community
- Sense of responsibility, discretion and respect for passenger patients
- Punctual, patient and reliable

TERMS OF EMPLOYMENT

- Full-time permanent position
- Must be willing to submit to an oath of confidentiality
- Willingness and ability to work after regular hours and/or on weekends when required