

HEALTH TRANSPORTER

As an entity of the Confederated Tribes of the Goshute Reservation, we, at Sacred Circle Healthcare, preserve the Goshute heritage of protecting and caring for family and extend the tradition to all marginalized and underserved populations in our area. We refuse to let access, ethnicity, or socioeconomic status restrict someone from receiving complete healthcare.

Interested in joining our team? We are looking for people who are genuine, kind, ambitious, positive, and helpful - exceptional people building on a celebrated heritage who are passionate about delivering uncompromising care - people who make a difference every day no matter what their role or position. If you are looking for a job where the work you do impacts lives for the better every day, you are in the right place!

Sacred Circle Healthcare is seeking a full-time HEALTH TRANSPORTER for our Clinic in Salt Lake City, Utah.

Job Summary

- **Overview:** This position would mainly be responsible for providing transportation services via SCHC vehicles for patients that need transportation to and from the clinic within a fifteen-mile radius.
- **Reports to:** Front Office Director
- **Department:** Front Office
- **Patient Care:** Yes
- **Worker Status:** Full-time, Hourly
- **Benefits Eligible:** Yes
- **Hours Per Week:** 40
- **Work Schedule:** To Be Determined with the availability of 8:00 am – 6:00 pm Monday through Friday.
- **Location:** Salt Lake City
- **Supervisory responsibilities:** None
- **Closing Date:** October 26, 2021 or open until filled.
- **Apply:** Send your resume and any pertinent application materials to - jobs@schc.net, please state which job you are applying for; or visit our [website](#)!
- **Contact:** Kelsie Bolaño, kelsieb@sacredcircle.com, or 801-359-2256 ext. 144.

The successful candidate:

- Coordinates transportation schedule and ensures patients are transported safely to and from the clinic.
- Assists the patient safely in and out of the transport vehicle if needed.
- Maintains strict patient confidentiality.
- Treats patients with courtesy and respect.
- Maintains vehicle maintenance and safety and reports any vehicles issues immediately.
- Ensures patients have transportation and application waiver completed.
- Assists with transportation approvals and transportation scheduling.
- Assists with scheduling transportation, reminder calls, and in route communication.
- Documents in the patient record as needed per policy.

Job Posting – Health Transporter

- Abides by all clinic policies and procedures
- Abides by clinic code of conduct.
- All other duties as assigned.

Required Education, Experience, Knowledge, Skills, and Abilities

- EDUCATION: A high school diploma or GED is required.
- EXPERIENCE: Minimum one (1) year of experience in a customer service or reception, preferably in a medical office setting.
- Requirements:
 - a. Must be over the age of 25.
 - b. Subject to random alcohol and drug testing
 - c. CPR/First Aid Certified or obtain within 30 days.
 - d. Must have a valid Driver License.
 - e. Provide current driving record from the DMV.
 - f. Background check will be required.
 - g. Able to lift to 75 pounds.
- KNOWLEDGE SKILLS AND ABILITIES:
 - a. Knowledge of basic office equipment including fax machine, copier, computer, telephones, etc.
 - b. Skill in developing and maintaining effective working relationships with patients, medical staff, and the public.
 - c. Ability to handle multiple priorities at once with minimal supervision.
 - d. Ability to comprehend and follow written and verbal instructions.
 - e. Ability to organize and communicate clearly.
 - f. Ability to react calmly and effectively in emergency situations.
 - g. Ability to interpret, adapt, and apply guidelines and procedures.
 - h. Ability to maintain confidentiality of patient and employee information.

Additional Information – Join us as we are Redefining Compassionate Healthcare, together!

As group of 4 healthcare clinics, diversity drives our identity. We are proud of our Native American heritage. Whether you are seeking your first job, transitioning back into the workforce, looking to start your career, or grow an existing one, Sacred Circle Healthcare walks with you. We need you for what you can do. We strive for a mix of benefits to help you combine great work with a great life.

- Competitive pay
- Healthcare coverage for you and your family
- Generous PTO, paid holidays and floating holidays to celebrate what is important to you (prorated for part-time employees)
- Retirement matching to invest in your future
- Colleagues that are unparalleled
- A culture that is second to none

Sacred Circle Healthcare/Confederated Tribes of the Goshute Reservation gives preference to qualified American Indian/Alaskan Native Applicants