



**LAC COURTE OREILLES
COMMUNITY HEALTH CENTER**
13380 W Trepania Road • Hayward, Wisconsin 54843-2186

Telephone: 715-638-5100
Administration Fax: 715-634-6107
Medical Records Fax: 715-634-2740

Position: Transportation Driver
Location: Lac Courte Oreilles Community Health Center
Salary Range: Negotiable
Posting Date: 02/05/2025
Closing Date: 02/19/2025

Description of Position:

The Transportation Driver will assist in the transportation of referred patients safely to and from appointments with the Lac Courte Oreilles Community Health Center and to outside Diagnostic and Specialty care not available at the Lac Courte Oreilles Community Health Center. The Transportation Driver will assist patients with alternative transportation, when appropriate, to help meet the needs of all LCO-CHC patients. The driver ensures that patients receive timely, comfortable, and compassionate service while adhering to safety regulations and company policies.

Qualifications:

- High School Diploma or Equivalency required
- Ability to lift and assist patients safely, as well as operate wheelchair lifts and secure patient transport equipment.
- Basic knowledge of vehicle maintenance and safety regulations.
- Must be able to pass a background check
- Valid WI Driver's License
- Valid Vehicle Insurance with required coverage per Tribal Policies
- Must have and maintain a clear driving record for the past 7 years
- Must be able to pass pre-employment drug screen and random drug screen throughout employment
- Ability to maintain confidentiality and observe all requirements of the Federal Privacy Act and HIPAA regulations directing patients to the appropriate source for release of Protected Health Information.

Major Duties and Responsibilities:

1. To have good time management and organizational skills.
2. Communicate clearly and interact well with patients/clients.
3. Assist patients with boarding and disembarking from vehicles, ensuring their comfort and safety.
4. To transport patients to and from their appointments in a safe and timely manner.
5. Ensure the safety of patients at all times when transporting to appointments.
6. Maintain accurate records of patient transports, including pickup and drop-off times and any incidents that occur during transport.
7. Ensure that all necessary paperwork, including medical records and insurance information, is properly managed.
8. Promote LCO-CHC health topics and services available, such as those covered in the LCO-CHC Newsletter.
9. Participate in Quality Improvement efforts.
10. Help in maintaining transportation vehicle to insure it is in good working order and inform the Transportation Supervisor and CH Director of any concerns.
11. Adhere to all federal, state, and local transportation regulations and company policies.
12. Maintains records and documentation of safety by following policy and procedures of the LCO-CHC and according to MTM and Wisconsin Department of Health Services.
13. Document transportation intake for each call/or request.
14. Responsible for reporting Adverse Incidents.
15. Any other duties assigned by Community Health Nurse Director.

Supervision and Guidance:

The Transportation Driver will work under the direct supervision of the Community Health Nurse Director with oversight by the Health Director.

***Applicants for employment with the Health Center must submit with the completed application form additional documents including the following:**

Letter of Interest

Resume

Credentials

Proof of any stated Qualifications

Three (3) letters of recommendation

Academic transcripts

Application Information:

Applications may be obtained from and submitted to:

Lac Courte Oreilles Community Health Center
Human Resources
13380W Trepania Road
Hayward, Wisconsin 54843
(715) 638-5132
(715) 634-6107 FAX

The Lac Courte Oreilles Community Health Center is an equal opportunity employer. Native American Preference will be given to candidates of equal or comparable qualifications.

02/03/2025