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| Job Title | Transportation Specialist |
| Location | Benton Harbor, MI |
| Department | Operations |
| FLSA Status | Non-Exempt |
| Shifts hiring | Part-time & Full Time |

SUMMARY:

This position is responsible for transport of patients in non-emergency situations.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Providing careful handling of the patient while moving him/her to the wheelchair van.
- Providing safe and efficient transport of the patient.
- Providing orderly transfer of the patient to the destination.
- Upon arrival at destination with patient, responsible for transferring all necessary patient information and belongings to receiving caregiver or family member.
- Maintaining response readiness for all calls in accordance with LifeCare response time criteria.
- Obtaining and recording information for the company as well as those required by medical, legal, and health authorities.
- Responsible for full knowledge of the vehicles' equipment and its proper use.
- Making daily checks of the vehicle equipment and status, and completing checklists and manifest as directed by policy.
- Responsible for maintaining vehicle in clean and sanitary condition.
- Responsible for maintaining required local and state certifications, as well as additional certifications as required by LifeCare Ambulance.
- Does not use professional skills and knowledge in any enterprise detrimental to the company or the public well-being.
- Respecting and holding in confidence all information of a confidential nature obtained in the course of professional work unless required by law to divulge such information.
- Must be familiar with all local standard operating procedures.
- Wearing complete uniform during all shifts as directed by the policy and procedure manual.
- Must report to all shifts and mandatory meetings and training sessions at the time specified.
- Adhering to standards of personal ethics, on and off duty, which reflect credit on the profession.
- Refusing to participate in unethical procedures and assumes the responsibility to expose incompetence or unethical conduct of others to the appropriate authority in a proper and professional manner.
- Performing all duties in a courteous and professional manner bearing in mind the health and well-being of the patient and the employees' obligations as an employee of LifeCare Ambulance.
- Addressing and communicating with all members of the health care and public safety professionals with respect and courtesy. Maintaining composure in light of dangerous, traumatic, or extremely frustrating situations.

REASONING ABILITY:

Must be able to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Must be able to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

EDUCATION and/or EXPERIENCE:

- Must be 18 years of age
- Must possess a valid driver's license with chauffeur's endorsement.
- Current CPR certification is required.

LANGUAGE SKILLS:

- Must be able to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine and complex reports and correspondence.
- Ability to direct and speak effectively before groups of customers or employees of the organization.
- Ability to express self effectively in oral and written fashion in the English language.
- Ability to effectively and efficiently speak via radio or telephone to doctors, nurses, hospitals, etc.
- Bilingual or multilingual speaking ability is desired.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute ratios, rates, percentages, and draw and interpret bar graphs.

PHYSICAL DEMANDS & REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to operate a telephone, computer and keyboard.
- Work may require strenuous mental activity.
- Sitting in a normal seated position for extended periods of time.
- Reaching by extending hand(s) or arms(s) in any direction.
- Using hands to finger, handle, or feel.
- Communication skills using the spoken word.
- Ability to see within normal parameters.
- Ability to hear within normal range.
- Ability to move about.
- Ability to lift and/or move more than 150 pounds.
- Ability to stoop, kneel, crouch, and crawl.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those and employee encounters while performing this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, and toxic or caustic chemicals. The employee is occasionally exposed to high, precarious places, extreme cold, extreme heat, and risk of electrical shock. The noise level in the work environment is usually moderate.