



# Saik'uz First Nation Job Description

<b>Position Title:</b>	<b>PATIENT DRIVER</b>			
<b>Department:</b>	Health			
<b>Position Title of Supervisor:</b>	Health Manager			
<b>Location:</b>	Health Centre			
<b>Position Type:</b>	<input type="checkbox"/> Full time	<input checked="" type="checkbox"/> Temporary	<input type="checkbox"/> Probation	<input type="checkbox"/> Developmental
<b>Hours of Work:</b>	8:30am – 4:00pm			
<b>Date the Position was Documented:</b>	September 4, 2024			
<b>Pages:</b>	2			

\* This description is a general statement of required major duties and responsibilities performed on a regular and continuous basis. It does not exclude other duties as assigned.

## Summary of the Position

To transport clients to and from various appointments with medical professionals, at the direction of the Health Manager.

## Essential Duties and Responsibilities

\*Other duties as assigned by the Health Manager

- Drive clients to and from appointments with health providers in a safe manner
- Be available throughout the appointment to the patient
- Assisting some clients into and out of Health Vehicle when necessary
- Pick up and deliver prescriptions when necessary
- Ensure vehicles are clean after each patient



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## Position Qualifications (Knowledge, Skills & Abilities)

- Good communication and interpersonal skills.
- Ability to work in a team-oriented environment.
- Flexibility is necessary to adapt to changing work priorities.
- Good organizational and time management skills.
- Diplomacy, tact, and confidentiality in dealing with a variety of people and information.
- Reliability and dependability.
- Must undergo a criminal record check, which includes a vulnerable sector check.
- A valid BC Driver's License and a reliable vehicle.

## Special Considerations for Position Working Conditions/Physical Effort

- This is a temporary position for vacation/ sick days, up to 70 hours bi-weekly on a year-round basis. Normal hours are 8:30 am to 4:00 pm or as scheduled but it is expected that the incumbent manages work load and demand to maximize service to Saik'uz First Nation.
- The position does not compensate for overtime, however, compensatory time off for overages of hours of work can be taken with the permission of the Health Manager.

## Position Deliverables, Performance Expectations & Accountability

<b>Bi-Weekly Report</b>	Report of any problem with the vehicle
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## Employee Statement of Understanding

I have read and understand the job description for my position. I am able to perform all the essential functions of this position.

I agree to comply with the policy manual and all laws, rules, regulations and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or the standards to my immediate supervisor.

As an employee, I will strive to uphold the mission and vision of **Saik'uz First Nation**. All employees are required to adhere to the values in all their interactions with people in general and fellow employees. I understand that I'm subject to the Saik'uz First Nation's Code of Conduct during the term of my employment.

I have received a copy of my job description.

\_\_\_\_\_  
Name and Signature

\_\_\_\_\_  
Date