

**COOK INLET TRIBAL COUNCIL, INC.**  
**JOB DESCRIPTION**

Job Title: Driver  
Department: Social Enterprise Operations  
Reports to: Dispatcher  
Supervises: None  
FLSA Status: Part-time Regular, Non-Exempt  
Wage: DOE  
Effective Date of Hire: \_\_\_\_\_

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**Primary Function:** Support the Mission of Cook Inlet Tribal Council

**General Functions:** Under the general supervision, performs various tasks relating to the transport of passengers, packages, and other items. This position is also responsible for providing support to the dispatcher for operations within CITC's Transportation Center. Position responsibilities include transporting youth.

**Duties and Responsibilities** included but not limited too:

- Operates a passenger van and other company vehicles safely and efficiently.
- Follows specific regularly scheduled routes, charter routes or responds to requests from dispatch or management for unscheduled pick-ups or drop offs.
- Assists passengers in boarding and exiting vehicle.
- Loads and unloads packages and other items.
- Reports accidents or other safety situations to appropriate personnel.
- Inspects exterior and interior of vehicle for safe operations at beginning of each shift.
- Responsible for ensuring inside and outside of vehicle are properly cleaned and fueled on an ongoing basis.
- Monitors vehicle condition and reports malfunctioning items or damage to the Facilities Manager.
- Accurately completes driver log sheet for each shift.
- Treats all guests, customers, and other persons in a courteous, friendly, and professional manner.
- Assists Dispatcher in the operations of CITC's of Transportation Center, including but not limited to the set up and take down of meeting rooms.
- Perform other related tasks as assigned.

**General**

- Maintains good working relationship with CITC management, staff, and participants.
- Maintains client confidentiality.
- Completes special projects and other duties as assigned.

Internal / External Relations

- All personnel within CITC and affiliated non profit organizations.
- Co-tenants.

- Participants.

### **Job Responsibilities Related to Patient Privacy**

- The incumbent is expected to protect the privacy of all patient information in accordance with CITC's privacy policies, procedures and practices, as required by federal and state law, and in accordance with general principles of professionalism as a health care provider. Failure to comply with CITC's policies and procedures on patient privacy may result in disciplinary action up to and including termination of employment or membership or association with CITC.
- The incumbent may access protected health information and other patient information only to the extent that is necessary to complete your job duties. The incumbent may only share such information with those who have a need to know specific patient information you have in your possession to complete their job responsibilities related to treatment, payment of other CITC operations.
- The incumbent is encouraged and expected to report, without the threat of retaliation, any concerns regarding CITC's policies and procedures on patient privacy and any observed practices in violation of the policy to the designated Privacy Officer.
- The incumbent is expected to actively participate in CITC privacy training and is required to communicate privacy policy information to coworkers, students, patients and others in accordance with CITC policy.

#### **Disclaimer:**

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.

### **Job Specifications:**

- Must be willing and eligible to obtain a Anchorage Chauffeur License
- Must be able to work a flexible schedule.
- Must have a strong sense of organization.
- Excellent oral and written communication skills.
- Demonstrated ability to work independently with maintaining efficiency.
- Self-starter, requiring minimal supervision.

### **Qualifications:**

- High School Diploma or GED.
- Must be able to lift up to 50 pounds.
- Must have 5 years of driving experience.
- Continued employment is contingent upon receipt of a satisfactory report from a state and federal background check.
- Valid Alaska Driver's License and be insurable under CITC's automotive insurance.

- MOA Chauffeur License

**Hiring Preference:**

Preference shall be given to eligible and qualified Alaska Native/American Indian applicants pursuant to P.L. 93-638 Indian Self-Determination Act.

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Employee Signature

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Date

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Supervisor Signature

\_\_\_\_\_  
Date