

SAN CARLOS APACHE TRIBE

HUMAN RESOURCES DEPARTMENT
P.O. Box 0
San Carlos, Arizona 85550
(928) 475-1760 ❖ Fax (928) 475-2296

Terry Rambler
Tribal Chairman



Tao Etpison
Tribal Vice-Chairman

AMENDMENT NO. 1

The amendment is issued to amend the Conditions of Employment, all other information remains the same.

VACANCY ANNOUNCEMENT NO.	OPENING DATE	CLOSING DATE
#24-012	October 2, 2023	Open Continuous
POSITION TITLE AND DEPARTMENT	SALARY	
Non-Emergency Medical Transportation (NEMT) Driver Emergency Medical Services	DOE	

APPLICATIONS ARE AVAILABLE AT THE TRIBAL HUMAN RESOURCES OFFICE
(Applications must be received in the Human Resources Office by close of business on the closing date)

CONDITIONS OF EMPLOYMENT:

- **NUMBER OF VACANCIES:** This is an open continuous vacancy announcement and applications will be referred when vacancies occur. The open continuous vacancy announcement allows this office to accept applications on a year round basis and eligible qualified applicants are placed in the Applicant Supply File (ASF). Applications that are complete in accordance with the outlined application procedures will be referred to fill any current and/or future vacancies.
- Regular Full-Time or Temporary Full-time and Part-time Position(s). (non-exempt)
- Applicant must have a valid Arizona driver license and must be insurable by the Tribal Insurance.
- Applicant must have current First Aid/CPR Card or able to obtain one within sixty (60) days of employment.
- Applicant must complete Health Improvement Patient Portability Act (HIPPA) and Customer Services within sixty (60) days of employment and annually thereafter.
- Applicant must successfully complete annual safety trainings in: Infection Control, Child Car Seat Installation, Fire Extinguishers, Wheelchair lifts, and a GSA Defensive Driving Course.
- Applicant must complete the management of a wheelchair lift, including the proper methods of securing a wheelchair, within ninety (90S) days of employment.
- Work schedule: Applicant shall work rotating shifts including evenings, weekends, and holidays as necessary.
- Applicant will be subject to and must pass a background investigation with a favorable determination. The results of a background check shall only be used for the purpose of determining an individual's suitability for employment. Applicants who provide false or misleading information in their application or authorization may be eliminated from any further consideration. **Note: Applicants must meet this requirement by completing Item No. 15., on the Application for Employment.**
- Applicant **must** complete a "Child Care & Indian Child Care Worker Position" form to determine your suitability for tribal employment, to authorize a background investigation, and to certify the accuracy of all information in your application. Under P.L. 101-630 Indian Child Protection Act, anyone who answers in the affirmative will be found ineligible and unsuitable for employment with the San Carlos Apache Tribe. **If you make a false statement in any part of your application, you may not be hired or you may be terminated after you begin work.**

- In accordance with the San Carlos Apache Tribe Drug and Alcohol Policy, all potential employees will be tested for the presence of controlled substances as part of the pre-employment selection process. Applicants who fail to pass the drug test will be ineligible for employment and may not reapply for twelve (12) months thereafter. This policy has been adopted to provide drug-free work sites and to prohibit working while under the influence of alcohol.

DUTIES AND RESPONSIBILITIES:

As a Non-Emergency Medical Transportation (NEMT) Driver under the direct supervision of the NEMT Supervisor and the under the general supervision of the Program Manager, the NEMT Driver transports patients to and from medical facilities, dialysis centers, rehabilitation centers, medical offices, in a safe and professional manner. The NEMT Driver is expected to provide the most dependable transportation of the highest quality and value with direct focus on meeting the needs of our customers and will respond to customers with promptness, sensitivity and always with integrity. Assignments include picking up patients discharged from Tucson and/or Phoenix medical facilities, which may be during the evening and/or night shifts. The NEMT Driver shall comply with AHCCCS Provider Manual and GSA Vehicle Guidelines and follows relevant Tribal, departmental, and job-specific policies and procedures. Properly completes all AHCCCS trip reports required for audits, billing, transportation services rendered prior to end of shift, which included vehicle mileage and number of patients transported per shift. The NEMT Driver will assist the patient (1) safely from the pick-up point to the vehicle; and (2) safely enter and exit the vehicle; and (3) safely transport to destination. Shall operate vehicles such as sedans, mini vans, 12-15 passenger (HOV) vans, and wheelchair vans. The NEMT Driver shall complete a daily inspection of assigned vehicles at the start and end of shift which includes cleaning interior and exterior of assigned vehicle. Shall notify the NEMT Supervisor of any supply needs, mechanical issues and any significant events. Is responsible for keeping transport vehicles and equipment maintained, ensuring the vehicle has all necessary supplies. The NEMT Driver shall communicate with the NEMT Office for any changes in shift schedule or patient transport schedule. Perform assigned daily assignments in a professional, safe, courteous, helpful, and timely manner. Must maintain professional appearance and code of ethics when representing the NEMT Program. The NEMT Driver shall be subject to work beyond the normal scheduled hours of work for late transports, etc. Shall attend evening meetings and work sessions as required. Shall perform other duties as assigned.

QUALIFICATION REQUIREMENTS:

Basic Requirements:

High School Graduation or Equivalent. High school graduation or equivalent means the applicant has received a high school diploma, General Education Development (GED) equivalency certificate or proficiency certificate from a State or territorial-level Board of Department of Education.

Physical Requirement: Must be in good physical condition to perform manual labor that include heavy lifting and using tools and equipment for extended periods of time. While performing the duties of this job, the employee is regularly required to stand, walk, sit, long periods of time; reach with hands and arms; hold, grasp, and lift; climb or balance; bend, stoop, kneel, crouch, crawl, and stretch in confined space.. The employees must regularly lift and/or move more than 100 pounds. Must be physically able to push wheelchair up to 325 lbs. The work requires the ability to speak normally and use normal or aided vision and hearing.

EVALUATION METHOD AND RANKING FACTORS: Evaluation will be made of the extent to which experience, education, training, self-development, and/or awards demonstrate that basically qualified candidates possess the Ranking Factors-Knowledge, Skills and Abilities (KSA) described below.

1. Knowledge of traffic laws and regulations.
2. Knowledge and in compliance in HIPAA regulations.
3. Knowledge in Customer Service procedures.
4. Knowledge and in compliance with Tribal and GSA Vehicle/Driving Guidelines
5. Knowledge in properly installing child safety car seats.
6. Ability to prepare reports and maintain records.
7. Ability to have good communications skills with patients and the public.
8. Ability to read maps and use smart phone.
9. Must have dependable transportation to and from work
10. Ability to operate minivans, 12-15 passenger vans, and wheelchair vans.
11. Ability to maintain, quality, safety, and infection control standards.

OTHER IMPORTANT INFORMATION:

- Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.
- All material submitted for consideration under this announcement becomes the property of Human Resources Office and is subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for tribal employment.
- Additional or alternate selections may be made from the eligibility list within 30 days from the date the selection list was issued. The positions to be filled must have the same title and have the same qualification requirements. However, if there are no Indian preference candidates left on the certificate, the vacancy must be re-announced.

➤ **INDIAN PREFERENCE:** It is the goal of the San Carlos Apache Tribe to employ as many tribal members as possible in tribal positions. Therefore, all other qualifications being equal, tribal members will receive hiring preference over other Indian Preference eligible and non-Indian Preference eligible. Preference for employment will be granted to qualified individuals, in the following order:

1. Enrolled member of the San Carlos Apache Tribe with Veteran's Preference
2. Enrolled member of the San Carlos Apache Tribe
3. Native American spouse of an enrolled tribal member or Native American parent of enrolled tribal member
4. Other Native American
5. Non-Indian spouse or Non-Indian parent of enrolled tribal member
6. Non-Indian

It is also the goal of the San Carlos Apache Tribe to provide the best services possible to tribal members. In furthering the Tribe's efforts to insure retention of tribal members and to provide job opportunities to tribal members, non-tribal member employees upon hiring shall, as part of the hiring agreement, agree to provide training and development to tribal members to allow them to become qualified for jobs which non-tribal member employees hold. The Indian Preference policy applies to hiring, placement, and promotion, transfer or lay off, treatment during employment, and selection for training.

➤ **VETERANS PREFERENCE AND INDIAN PREFERENCE:** Preference in filling vacancies may be given to honorably discharged veterans who are enrolled members of the San Carlos Apache Tribe.

➤ **EQUAL EMPLOYMENT OPPORTUNITY:** Except for Indian preference, consideration will be given without regard to any non-merit factor such as race, color, religion, sex, national origin, partisan politics, physical or mental handicap, marital status, age, membership or non-membership in any employee organization, or sexual orientation.

HUMAN RESOURCES OFFICE CLEARANCE:

/s/Johanna Nosie

Human Resource Specialist

October 2, 2023

Date