

**NORTHERN CHEYENNE TRIBE  
TRIBAL BOARD OF HEALTH  
POSITION DESCRIPTION**

**POSITION:** Recovery Center Driver

**SALARY:** DOE

**DEPARTMENT:** Northern Cheyenne Tribal Board of Health- N.C. Recovery Center

**ACCOUNTABLE TO:** Director of Recovery

**CLASSIFICATION:** Regular Full-time, Covered, Non-exempt

**OPENING DATE:** April 11, 2024

**CLOSING DATE:** April 24, 2024 at 4PM

**How To Apply:** Submit a completed application, **RESUME** (3) current (within 1 year) letters of recommendations (one must be past/present employer, Tribal certification or Tribal I.D. (if claiming Tribal preference) a DD214 (if claiming Veteran's preference) and college transcripts, (if claiming college education) to: Northern Cheyenne Tribe, attn. Human Resources Office, P.O. Box 128, Little Wolf Capitol Building, Lame Deer, Mt. 59043

**Submit the required documents to the Human Resources Office located at the Little Wolf Capitol Building at the Security Desk, or mail to the Northern Cheyenne Human Resources Department at P.O. Box 128, Lame Deer, Montana 59043, or you can call (406) 477-4825 to email or fax.**

**ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED  
(applicant will be notified of any missing documents)**

**SUMMARY OF WORK:** This person will be responsible for transporting NCRC patients to residential treatment facilities who have verified admission requirements. This person will work closely with the LAC and/or the Peer Advisor who will have done all the paperwork requirements. This person will be responsible for ensuring safety of the patient while enroute to facility.

**Job Characteristics:**

**Nature of work:** Position requires ability to adhere to standards of confidentiality. This position must have a clean driving record, be able to concentrate during road trips, be good natured, easy to get along with, be able to deal with patients who may be withdrawing from substances, and be able to trouble shoot difficult situations if necessary.

**Personal contacts:** This position is in contact with the public, both in person and over the telephone and is in daily contact with Northern Cheyenne Recovery Center Staff. Position requires personal contact daily with the Director of Recovery, Clinical Supervisor, Northern Cheyenne Recovery Staff and other Board of Health Tribal employees.

**Supervision received:** General supervision under the Director of Recovery and Clinical Supervisor.

**Supervision exercised:** N/A

**Essential functions:** Driving GSA vehicles.

**AREAS OF ACCOUNTABILITY:**

This person is accountable to driving safely and obeying all traffic laws off and on the reservation. This person is accountable to the passengers to maintain safety at all times.

- Must follow GSA guidelines.

- Must follow GSA policy from the NCTBH.
- Complete paperwork as needed.
- Must be attentive to the needs of the passengers.
- Drop off and pick up at the address indicated on the transportation request with no side trips unless otherwise authorized.
- Required to check in with Human Resources and NCRC if experiencing any difficulties while on the road concerning patients or mechanical problems.
- If transporting a passenger of the opposite gender, must take along another NCRC worker.
- Must retain all receipts for gas expenses and document while on the road.
- Works closely with referring LAC's and/or Peer Advisors.
- Must perform other related duties as assigned and required.

**JOB REQUIREMENTS:**

**Knowledge:** This position requires knowledge of tribal management policies, federal/state regulations GSA policies geared toward driving, administrative support functions, organizational structure of the Northern Cheyenne Tribal Board of Health and history of Northern Cheyenne people.

**Skills:** *This* position must have a CLEAN driving record. CPR certification necessary, if hired, agrees to obtain.

**Abilities:** Must be able to drive in an orderly manner, have a good demeanor, be able to communicate, be friendly, have knowledge of road signs/directions, utilize GPS if needed, utilize 1<sup>st</sup> aid kit if needed.

**EDUCATION AND EXPERIENCE:**

GED or High School diploma required,  
 Continuous sobriety from drugs and alcohol is a must,  
 CDL preferred but not necessary,  
 Driving experience desirable,  
 Driver's License a must.  
 Must submit a current driving record and be insurable.