**Vacancy Announcement**

**POSITION:** Van Route Driver  
**PROGRAM:** Community Health Representatives  
**LOCATION:** CHR Program (Canton/Selling-CIHC/Hammon & Elk City-CIHC  
**ISSUE DATE:** December 9, 2019  
**OPEN UNTIL FILLED**

**GENERAL DESCRIPTION:**
Under the direct supervision of the CHR Program Director, shall be responsible for providing safe transportation of clients & be a healthcare provider. Be able to document & submit Patient Care Component (PCC) reports, measure vital signs and height/weight, understand and write medical terminology, record accurate mileage/maintenance logs, keep GSA vehicle maintained & other duties as directed.

**DESCRIPTION OF DUTIES:**
- Must pass a physical and be in good physical condition with proof of TB Skin test and other immunizations
- Submit Program PCC, Mileage/Maintenance records, Fuel/Maintenance Receipts, & or timesheets on a weekly basis
- Maintain GSA vehicle responsibly and follow policy
- Must be able to work outside of 8:00am to 5:00pm as needed
- Must be able to utilize computer and email system
- Must be able to work under stressful conditions
- Must operate the van for assigned schedule and may only redirect route with approval from Supervisor or Dispatcher.
- Must be dependable with regular attendance
- Must keep necessary records, timesheets, PCC reports, maintenance logs & protect the integrity of said records through maintaining confidentiality
- Must follow Tribal policies and procedures
- Must complete other tasks as assigned

**QUALIFICATIONS:**
- Cheyenne Arapaho Tribal Member preference
- Valid Oklahoma State Driver’s License and be insurable under the Tribe’s insurance
- Must reside in service area
- Must possess or be willing to attend training program to gain CPR.
- Must be able to attend a two week Basic CHR Training & First Responder Training or other necessary training to keep certifications up dated.
- Must pass OSBI background check
- Must have minimum of high school diploma or GED
- Must have own reliable vehicle and residential telephone
- Must pass a pre-employment drug screening process and subject to random drug testing
- Must maintain clean driving record

**SALARY:** Negotiable, depending on qualifications and experience.

**APPLICATION PROCEDURE:** Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma  
**Personnel Department**  
P.O. Box 167  
Concho, OK 73022  
Or e-mail: atisdale@cheyenneandarapaho-nsn.gov  
*Office (405) 422-7498  
Fax (405) 422-8222  
Toll Free 1 (800) 247-4612 ext. 27498*  

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