JOB OPENING ANNOUNCEMENT

Job Title: Medical Transport Driver

Report To: CHR Supervisor

Department: Medical Center/CHR

Job Vacancy: YAN-26-112

Status: Full-Time; Non-Exempt

Starting Wage: $16.00 per hour

Opening Date: October 19, 2026

C**losing Dat**e: Until Filled

POSITION DESCRIPTION:.

The Medical Transport Driver will be responsible for the safe transport of Tribal Members to medical facilities as needed.

QUALIFICATIONS:

- Possess a High School Diploma or GED equivalent.
- Must have a current CPR Certificate.
- Prefer some First Aid training.
- Must be able to read, write and speak the English language, bi-lingual a plus.
- Ability to communicate effectively, both orally and in writing.
- Evidence of continuing education to maintain any required Certificate/License and update knowledge and skills.
- Must have a valid Arizona Driver's License, be insurable with the Nation's auto insurance policy and sustain insurability throughout the duration of employment.

DUTIES AND RESPONSIBILITIES:

- Will provide safe transportation from homes or other facilities to medical facilities as assigned for scheduled Lab work appointments, Doctor appointments for dental, vision and medical.
- Responsible for notifying Tribal Members 24 hours prior to their appointment and pick up times.
- Will retrieve future appointment dates, times, and provide the information to the CHR Supervisor.
- Will provide transportation for dialysis patients early in the mornings - Monday through Fridays and Holidays.
- May travel to further areas such as: Phoenix, Flagstaff, and Prescott areas.
- Responsible to pick up medication from local pharmacies and IHS/PIMC Pharmacy and deliver to patient homes as requested.
- Responsible to pick up medical supplies and vaccines at IHS/PIMC and deliver to Yavapai-Apache Nation Medical Center as scheduled.
- Responsible for maintaining the cleanliness of assigned vehicles and report maintenance schedules to Public Works Manager.
- Must immediately report any vehicle accidents or damages to the CHR Supervisor and/or Public Works Manager.
- Per HIPPA Law must maintain complete confidentiality of all information relating to the patient personnel medical records.

- Perform all other duties assigned.

Physical Requirements

The employee must occasionally lift and or move up to fifty (50) pounds and occasionally more. Will be required to lift or assist in transportation of individuals. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of a home setting, with frequent excursions into normal traffic noises. While performing the duties of this job the employee is required to sit; talk or hear; stand; walk; use hands to finger; handle or operate objects; tools or controls; and reach with hands and arms.

How to apply: Please submit your resume and application to:
Yavapai-Apache Nation / Human Resources
2400 W. Datsi / Camp Verde, AZ 86322
P: 928-567-1062 / Fax: 928-567-1064
www.yavapai-apache.org

INDIAN PREFERENCE:
Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE FINGERPRINTING