

## Northwest Colorado Health

### Mobile Unit Driver

#### General Statement of Duties:

Performs the driving, general maintenance, cleaning, and of the Mobile Unit. These duties include but are not limited to daily check and going through the maintenance list of the Mobile Unit, cleaning the floor, counters, and surfaces, making sure the appropriate maintenance is done taking the Mobile Unit to the assigned place when needed. Will do outreach activities to further the growth of the School-Based program in Moffat and Routt Counties. The Mobile Unit Driver approaches their tasks in a fashion that supports patients and their families in self-management, self-efficacy, and behavioral change.

**Supervision Received:** CHC Integrated Practice Manager (School-Based).

**Supervision Exercised:** None.

#### Essential Functions:

- Inspects the Mobile Unit every time it will be used using the "Mobile Unit Inspection Report" making sure the vehicle is in good condition to be used.
- In case maintenance of the engine, chassis, or airstream is needed, inform the CHC Integrated Practice Manager of any maintenance needed.
- Keeps the Mobile Unit clean (including sweeping and mopping of the floors, and other surfaces of the Mobile Unit).
- Drives the Mobile Unit from the assigned parking space to the scheduled location within the school-based program activities.
- Performs other activities including office duties as assigned by the CHC Integrated Practice Manager.
- Works in conjunction with other Medical, Dental, Behavioral Health providers and all other staff to ensure that the patients obtain the highest standard of integrated healthcare.
- The Mobile Unit Driver acts as a patient advocate for our vulnerable population by ensuring that the patient is fully informed and comfortable with their visit.
- Changing and informing practice manager of water usage and need.
- Monitoring generator hours
- Monitoring Mileage for oil changes
- Changing and informing practice manager of water usage and need.
- Will help in the Facilities department when needed.

*This description of essential functions is intended to provide only basic guidelines for meeting each responsibility. Additional responsibilities may be added, as appropriate.*

**Education and Certification:** High school graduate or equivalent required. Bilingual preferred, not required. Knowledge of Colorado's driving laws required. Knowledge of common safety hazards and precautions to establish a safe work environment preferred. CDL Required (can be obtained after hire through the Agency).

**Experience:** One year experience driving and maintaining large vehicles, three years preferred. Previous experience in medical setting preferred, not required. Excellent customer service, computer skills and experience with a multi-line phone system required. Ability to stay organized and multitask efficiently preferred.

**Requirements:**

1. If car is used, must provide proof of adequate insurance coverage totaling at least \$300,000 and valid Colorado driver's license.
2. CDL Required for the role.
3. Current CPR certification.
4. Current immunization history, after job offer and before starting job.
5. TB Testing upon hiring or proof within the last year.

**Knowledge, Skills, and Abilities:**

1. Ability to complete forms in an orderly and accurate fashion.
2. Able to use sound judgment. Possess a calm disposition and the ability to work easily with people.
3. Ability to relate to the public in all areas (racial, ethnic, and economic).
4. Have the ability to communicate in English and Spanish preferred.
5. This position has been classified as Patient-Facing, a position in which the incumbent could reasonably be expected to routinely interact with patients and/or patient family members. Employees in Patient-Facing positions are exposed to healthcare conditions that may require additional training, immunizations, and use of Personal Protective Equipment (PPE).

*This description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.*

I, \_\_\_\_\_ acknowledge that on this date,  
(Print Name)

I have received the following job description for my present position.

Signature of Employee: \_\_\_\_\_

Date: \_\_\_\_\_