



DUCKWATER SHOSHONE TRIBE

511 Duckwater Falls Road, P.O. Box 140068

Duckwater, Nevada 89314

(775) 863-0227 Phone

(775) 863-0301 Fax

JOB ANNOUNCEMENT

TITLE: On-call Transporter/Janitor
OPENING DATE: June 12th, 2019
CLOSING DATE: June 26th, 2019
LOCATION: Duckwater Shoshone Reservation
SALARY: Contractual

DEFINITION:

Under the direct supervision of the Division Health Manager the On-call Transporter/Janitor will be responsible for the transporting of patients to various appointments and custodial duties in the absence of the custodian.

On-Call Transporter DUTIES:

- Will plan transports according to patients scheduled appointments
- Will maintain a log of all travel
- Will abide by all traffic laws
- Will complete all paperwork pertaining to each individual being transported
- Will clean vehicles, re-fuel and report maintenance issues immediately after return of each transport
- Will express professionalism, be courteous and respectful to all patients

On-Call Custodian DUTIES:

- Responsible for sweeping/mopping all offices, clinic and conference area
- Responsible for collection and disposal of trash in every office and conference room
- Responsible for dusting all offices and conference room

Responsible for cleaning restrooms numerous times throughout the day

Responsible for cleaning windows and door

Cleaning of kitchen, garbage, countertops/cabinets wiped down, dishes, sweep and mop floor

Cleaning outside of Clinic building, weeds, debris, etc.

KNOWLEDGE AND SKILL:

Must have knowledge of all traffic laws

Must be able to lift 20 pounds or more

Must be able to work evening and weekends (overnight transports)

Must be able to assist and make decisions and be self-motivated

Ability to accept direction

Ability to communicate well with other co-workers

Must adhere to patient confidentiality guidelines

QUALIFICATIONS:

High School Diploma or Equivalent (GED)

Experience working with youth/adults for 1 year

Nevada Driver's license and be insurable under the Duckwater Shoshone Tribe's Insurance Policy

INDIAN PREFERENCE:

Preference will be given to all qualified Duckwater Shoshone Tribal members first; all other Indian's second and non-Indian's third in accordance with federal requirements.

APPLICATION:

Applications can be picked up at the Duckwater Shoshone Tribal Administration Office, on our website at duckwatertribe.org, or by calling (775) 863-0227.

(Revised 6/2019)