



# COLORADO RIVER INDIAN TRIBES

## *Human Resources*

26600 Mohave Road  
Parker, Arizona 85344

Telephone (928) 669-1320 \* Fax (928) 669-5263

## VACANCY ANNOUNCEMENT

**January 22, 2020**

**#4-20**

Department: DHSS/Behavioral Health Services

Position: BHS Transporter Non-Exempt

Reports To: BHS Lead Transporter

Salary: \$12.28 per hour

### Job Summary:

The Transporter is under the direct supervision, guidance, and direction of the Administrative Assistant. The Transporter provides transportation in order for clients to receive clinically appropriate services.

### Duties & Functions:

1. Transports clients who require clinically appropriate services.  
Standard: Clients shall be transported in a timely manner.
2. Maintains a therapeutic and professional relationship with clients.  
Standard: Transporter will receive no more than three (3) substantiated minor complaints or one (1) major complaint during the rating period. A formal complaint is defined as a valid written complaint or incident report filed by a client.
3. Directs and assists clients to appropriate personnel.  
Standard: All clients will be directed to appropriate personnel.
4. Attends staffing's, staff meetings, and assigned trainings appropriate to the program.  
Standard: Attend all appropriate meeting as necessary.
5. Participates in competency training as appropriate.  
Standard: Participate in all trainings as appropriate.
6. Performs duties as assigned.  
Standard: Other duties may be assigned at the discretion of the Director or designee to fulfill the Department's needs, objectives and/or goals.
7. Follow established Tribal policies and those outlined in the Colorado River Indian Tribes Employee Handbook.

### Required Skills and Abilities:



1. Must be organized, self-motivated, efficient, and able to work under stress.
2. Ability to work well with the general public and work harmoniously with co-workers.

Work Environment:

**1. Confidentiality**

This position is exposed to highly confidential client information including treatment records, financial status, and demographic information. Must maintain client/patient confidentiality and must be able to work with confidential material in accordance with the *Federal Health Insurance Portability and Accountability Act (HIPPA)*.

**2. Internal and Public Contacts**

This position involves constant direct interaction with clients, their families, the Clinical Director, direct care staff, Child Protective Services, Social Services, Indian Health Services, Probation, and other social service providers.

Education & Experience Requirements:

1. High School Diploma or G.E.D.
2. Must possess a current valid driver's license throughout employment.
3. Must be able to pass a driver's license and background check.

Physical Requirement:

1. Must successfully complete a drug screening test prior to appointment.
2. Physically able to perform duties assigned.
3. Occasionally work extended shifts as assigned, some weekends.

Tribal and Indian Preference:

The Colorado River Indian Tribes has implemented a Tribal / CRIT Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Colorado River Indian Tribes will be given primary preference in hiring and employment for this position. Let it be known that Tribal preference is integrated into the interview and scoring process for candidates for job positions.

**OTHER:**

**Confidentiality:** All employees must uphold all principles of confidentiality to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

**Background Investigation:** This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.

**Drug Screening:** All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing per the CRIT Employee's Handbook, Substance Abuse Policy.



Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

**For Employment Application visit:** <http://crit-nsn.gov>

**Submit completed application to:** **CRIT Human Resource Department**  
**26600 Mohave Road**  
**Parker, Arizona 85344**

**APPLY:**

**COLORADO RIVER PREFERENCE:**

Under the Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, C.R.I.T. acknowledges and extends preferential treatment to enrolled C.R.I.T. members who qualify toward all employment opportunities otherwise; C.R.I.T. does not discriminate against employees or applicants based on race, color, sex, religion or national origin.

**C.R.I.T. Offers**

Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan. Pre-employment drug screening is required.

