

**MAVERICK COUNTY HOSPITAL DISTRICT
JOB DESCRIPTION**

JOB TITLE: TRANSPORTATION/OUTREACH EARLY INTERVENTION SERVICES
DEPARTMENT: RYAN WHITE PROGRAM
STATUS: FULL TIME
REPORTS TO: PROGRAM DIRECTOR

Summary:

Performs transportation of Ryan White Program clients from their home to our office for services and or medical appointments. Prepares educational materials for community presentation, health fairs, and/or other Ryan White Program Events. Reliable and responsible individual who is compassionate and caring.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Pick up clients at their homes to transport them to Ryan White Program office for eligibility, medical and non-medical case management, Mental Health, and or HOPWA.
2. Transport client to medical appointments with our service providers for HIV-related appointments.
3. Required to drive up to 4 hours at one point to reach a client and drive back to the office and/or medical provider.
4. Pick up medications for clients and deliver them to their home.
5. Pick up documentation that is needed at our office and/or deliver document to our service providers and clients from our office.
6. Develop, organize, and or produce all health education materials needed for community presentations, health fairs, or other Ryan White Program Events.
7. Prepare and study for any health education session offered.
8. Organize all equipment, supplies, incentives, certificates, and other items needed for all health education sessions and/or activities.
9. Provide health educations sessions and conduct HIV screening test in our 9 counties.
10. Maintain health education logs for activities conducted in our 9 counties.
11. Conduct HIV screening test in the 9 counties, enter results into ECW, give monthly reports of all exams performed, and help bring clients into care.
12. Communicates and works effectively with Ryan White Staff and services providers in the delivery of healthcare services to our clients.
13. Comply with the current Standards of Care and Agency policies and procedures.
14. Attends all required trainings as specified in the current Standards of Care and required by program.
15. Supports the Maverick County Hospital District's mission, vision, goal, objectives, and policies.
16. Maintains the confidentiality and security of all documents in accordance with MCHD's policies and procedures and standards contained in HIPAA regulations.
17. Responsible for cleaning vehicle after use, schedule maintenance as needed, and request gas voucher to maintain with gas for trips.
18. Performs other duties and responsibilities as assigned.

SUPERVISORY RESPONSIBILITIES:

This is a non-supervisory position.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High school graduation or its equivalent, experience in social service, customer service, and/ or healthcare services is a plus.

SKILL/ABILITY TO: Explain policies and procedures to individuals seeking assistance, operate a computer, including word processing and excel for reports, operation of basic office equipment, including copy machine and fax machine, perform basic math calculations, speak and understand both English and Spanish, communicate effectively both orally and in writing; extensive knowledge of HIPAA regulations, and maintain effective working relationship with co-workers and clients. Familiarity with GPS devices or map apps.

CERTIFICATES, LICENSES, REGISTRATIONS: Current Valid Driver's License and Insurance card. (Must have a clean driving record) Community Health Worker preferred.

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

While performing the duties of this job, the employee is regularly required to sit, use hands, to handle or feel, reach with hands and arms, bend and kneel, and talk and hear. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Work is performed where the incumbent may experience dirt, dust, fumes, and exposure to outdoor weather elements. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is frequently loud and distracting. The employee is constantly required to perform tedious, exacting work, and to work closely with others as part of a team. The employee is required to perform multiple tasks simultaneously, and to inform and assist individuals from a variety of ethnic and socioeconomic backgrounds.