



Cow Creek Government Office

Position Description

Position Title: Transport Driver

Department: Social Services

Reports to: Social Services Director

FLSA Designation: Non-Exempt

Position Purpose:

Provide safe transportation services for the Cow Creek Band of Umpqua Tribe of Indians.

Essential Functions:

- Drive vehicle to and from passenger's home to various predetermined destinations, including pre scheduled rides and /or route.
- Provide courteous customer service and resolve minor customer service issues.
- Provide a report of all customer service issues and the resolutions of said issues for supervisor.
- Work with supervisor to arrange appointment requests via phone, inner department referrals, and web-site requests. Help develop and maintain an orderly ride appointment calendar each month.

Qualifications:

- High School Diploma or GED required.
- Ability to apply program service adjustments as directed by organizational oversight.
- Must be able to follow program policies.
- Strong phone skills.
- Strong people skills
- Able to work independently without supervision
- Current valid Oregon Drivers' License required.