|  |  |  |
| --- | --- | --- |
|  | **POSITION:**  Reports to:  Approved:  Revised:  Department:  FLSA: | JOB DESCRIPTION  **Driver / Courier**  Clinic Manager  December 16, 2019  December 16, 2019  Clinical  Non-Exempt |

**Basic Function:** Reporting under the Clinic Manager, the Driver / Courier is responsible for the pick-up and delivery of test results and specimens between Creek Valley Health Clinic and the drop-off point in Hurricane UT (22 miles from clinic). The job requires reliability, a current driver’s license, and a good driving record. It will be 1 hour per day, plus reimbursement for travel.

**Essential Functions:**

1. Transports biohazardous materials.
2. Picks up and delivers samples and specimens for testing, using a fixed schedule.
3. Tracks information regarding delivery times and shipment contents.
4. Facilitates patient flow by notifying the provider of patients' arrival, is aware of delays, and communicates with patients and clinical staff.
5. Handles packages containing lab specimens and test results.
6. Protects patient confidentiality, making sure protected health information is secured by not leaving protected health information in plain sight.

**Secondary Functions:**

1. Assembles necessary documents and supplies.
2. Effectively uses computer applications on an as-needed basis.
3. Maintains tracking records and other information as needed.
4. Maintains inventory of supplies as needed.

**Minimum Qualifications:**

1. Valid driver’s license.
2. Clean driving record.
3. Ability to work well under pressure in a fast-paced environment.
4. Detail oriented, organized, professional, and the ability to multi-task.
5. Good interpersonal and human relations skills are required.
6. Ability to maintain confidentiality at all times in all situations and follow the laws and intent of the most current HIPAA laws and regulations and Creek Valley Health Clinic’s security and privacy policies.
7. Ability to read, write and speak clearly (English).

**Preferred Qualifications:**

1. High school diploma or equivalent, or in progress of obtaining high school diploma or equivalent.

**Appearance Standards:**

This position shall follow the appearance standards as outlined in the Personnel Policy “*Dress and Personal Appearance”*

**Physical Requirements:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Administrative Staff** | | | | |
|  | **Not Applicable** | **Occasionally** | **Frequently** | **Constantly** |
| **Stand** |  |  | **Χ** |  |
| **Vision - near** |  |  |  | **X** |
| **Vision – w/assistance** |  |  |  | **X** |
| **Walk** |  |  | **X** |  |
| **Sit** |  |  | X |  |
| **Handling** |  |  |  | **X** |
| **Reach outward** |  |  | **X** |  |
| **Reach above shoulder** |  |  |  |  |
| **Climb** |  | **X** |  |  |
| **Crawl** |  | **X** |  |  |
| **Squat/kneel** |  | **X** |  |  |
| **Bend** |  |  | **X** |  |
| **Lift/Carry** |  |  |  |  |
| **10 lbs or less** |  |  | **X** |  |
| **11-20 lbs** |  |  | **X** |  |
| **21-50 lbs** |  |  | **X** |  |
| **51-100 lbs** |  |  | **X** |  |
| **Over 100 lbs** |  | **X** |  |  |
| **Push/Pull** |  |  |  |  |
| **12 lbs or less** |  | **X** |  |  |
| **13-25 lbs** |  | **X** |  |  |
| **26-40 lbs** |  | **X** |  |  |
| **41-100 lbs** |  | **X** |  |  |
|  |  |  |  |  |
| Not applicable | Activity does not apply to this position | | | |
| Occasionally | Position requires this activity up to 33% of the time (0-2.5 hrs per day) | | | |
| Frequently | Position requires this activity from 33%-66% of the time (2.5-5.5 hrs) | | | |
| Constantly | Position requires this activity more than 66% of the time (5.5 hrs +) | | | |

**OSHA CATEGORY CLASSIFICATION:**

I understand that the duties that are required of me place me in a Category II.

*While performing the duties of this position, the employee is exposed to weather conditions prevalent at the time. The employee may experience exposure to dust, pollens, pollutants, fumes, and communicable diseases as related to the health care environment. The noise level in the work environment is usually moderate.*

Travel 🗵is is not required.It is anticipated that travel will be:□ 5% – 10% □ 50%-75%

□ 10% – 25% □ 75% - 90%

□ 25% – 50% 🗵 90% – 100%

The specific statements shown in each section of this Job Description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to perform the job successfully. The job’s responsibilities/tasks may be modified and/or expanded over time. **Creek Valley Health Clinic will inform the employee when changes in the respective job description are made.**

I have read and understand the duties / physical requirements indicated in this job description and acknowledge that I am able to perform these duties with or without reasonable accommodation. **I understand that failure to adhere to these responsibilities could be grounds for disciplinary action.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name Signature Date