

<b>LEWIS COUNTY PRIMARY CARE CENTER, INC.</b> <b>dba Primary Plus</b> <b>POLICIES AND PROCEDURES</b>	<b>Section:</b> Human Resources <b>Number:</b> 7491 <b>Revision Number:</b> 0 <b>Effective Date:</b> 04-11-2024
<b>Our sites:</b>  Vanceburg Family Health Center Tollesboro Family Health Center Fleming County Family Health Center Maysville OB/GYN/ Family Health Center Bracken County Family Health Center South Shore Family Health Center Ashland Family Health Center Maysville Kid Care Ripley Family Health Center Grayson Family Health Center Maysville Denham Medical Clinic Robertson County Medical Clinic Bracken County School Based Clinic Morehead Family Health Center	<b>Approved by CEO:</b> Signature on File <b>Date:</b> 04-11-2024
	<b>Approved by Board:</b> Signature on file <b>Date:</b> 04-11-2024
	<b>Annual Review by:</b> _____ <b>Date:</b> _____
<b>TITLE: Human Resources— Mobile Medical Unit Driver</b>	

**POSITION TITLE: MOBILE MEDICAL UNIT DRIVER**

**Position Summary:** Responsible for driving and maintaining the mobile medical unit (MMU) and assuring all of its systems, equipment, and supplies are in good working order for use as a primary care delivery site.

**Responsibilities:**

- A. The Driver will transport the MMU to various locations on schedule, as required.
- B. The Driver will assist with setup for events including primary care clinics, vaccine clinics, and testing clinics as assigned.
- C. The Driver will remain with the MMU while in operation unless otherwise agreed to.
- D. Depending on the event, the driver may assist with intake for patients and management of the clinic flow.

**Essential Functions:**

- 1. Drive mobile unit according to prearranged schedule.
- 2. Communicate with staff and patients in a culturally appropriate manner.
- 3. Contact clinic team in advance of the clinic to confirm logistics and timing.

4. Set up unit for the provider, assisting to locate supplies and equipment.
5. Assist with or perform intake as requested/needed.
6. Maintain vehicle to be operational at all times including generator, air conditioner and heating units.
7. Assist with fueling fleet as needed, including diesel and propane. Cost covered by company.
8. Sweep interior and use disinfecting wipes on cabinet handles, surfaces, and doors each day.
9. Clean exterior of unit, as needed.
10. Complete necessary paperwork including vehicle repair, incident and mileage logs, checklists for set-up and clean-up of each clinic, Patient Registration and intake paperwork, and supply inventories. Send this paperwork back to the main office in a timely manner.
11. Perform inventory of supplies and medications as directed.
12. Report restocking needs or maintenance concerns to the Office Manager on a weekly basis and/or as needed.
14. Perform tasks as required by the Medical Director, Medical Providers, Program Director and/or CEO to promote proper utilization of time and staff.
15. Adhere to infection control/safety guidelines, and confidentiality policies.

**Other Responsibilities:**

1. Perform other related duties as assigned.
2. Assist in the development of policies and procedures to improve the MMU.

**Availability Requirements:**

Dayshift with potentially some evening and weekend hours required.

**Education and Experience Requirements:**

To be determined

**Licenses:**

- Current driver's license, with good driving record for three years, or period of licensure, whichever is shorter.

**Education:**

- High School education or G.E.D.

**Skills/Abilities:**

- Ability to organize and prioritize work, ability to work well with others, and communicate effectively.
- Prior knowledge or experience with driving and maintaining large vehicles helpful.
- Ability to drive the Mobile Medical Unit (as determined by a driving test or evidence of prior experience).
- Good interpersonal skills.
- Ability to read, understand and follow oral and written instructions.
- Ability to work flexible hours.
- Communicate and interact with patients and colleagues in a culturally appropriate manner.
- Prior experience with farmwork helpful.

**Equipment Usage Requirements:**

- Mobile Medical Unit
- Cellular Phone
- Generator
- Air conditioner Unit
- Computer or Tablet (with training, if needed)
- Height and weight measuring equipment

**General/Field Work Environment and Physical Demands:**

- Must be able to climb, stand, and walk.
- Lifting not to exceed 50 pounds with good body mechanics.
- Must be able to push/pull weight short distances.
- Moderate twisting, frequent bending, infrequent squatting.
- Gross dexterity with infrequent fine motor movement.
- Both handedness required for 40-60% of the job cycle.
- Frequent pinching, infrequent hand/wrist repetitions.
- Requires hearing whispered at 3 feet (FAA Class III) and frequent, clear speaking ability.
- Moderate exposures to infections.
- Must have 20/40 corrected vision.

**Additional Environmental Demands:**

- Steady exposure to voices and routine noises and occasionally loud sounds.
- Slight likelihood of minor injury.
- Slight likelihood of exposure to toxic condition.
- Irregular work hours.

**Cognitive and Emotional Demands:**

1. Problem solving required along with frequent times when situation assessment and corrective action is needed.
2. Grade School level skills in reading, writing, and arithmetic required.
3. Must remain calm and exercise self-control in working relationships with patients and staff.
4. Works directly and on a regular basis with persons who are or may become ill or disabled, must possess skills to cope with stresses associated with illness, disability, crisis and at times death.

**NOTE:** This position summary and job description is a general overview of the primary responsibilities which is subject to review and revision at any time.

**ADDITIONAL NOTES:**

Seeking an individual who exhibits effective communication skills with a positive attitude, who is self-motivated, and has experience in working independently.

**WORKING CONDITIONS:**

Works inside in a well-lit, generally pleasant environment. Light travel required. Ability to lift up to 50 pounds. Frequent bending, stooping, kneeling, reaching, etc. Supervision received by EMR Management.

**DISCLAIMER:**

The above information is intended to describe the most important aspects of the job. It is not intended to be construed as an exhaustive list of all duties and skills required to perform the work. The health center reserves the right to revise or change job duties and responsibilities as the business need arises. Additionally, this job description is not intended as an employment contract, implied or otherwise, and LCPCC continues to maintain its status as an at-will employer. If the essential functions of this position cannot be performed in a satisfactory manner by the employee, reasonable accommodations may be made.