

UNIVERSITY OF ALABAMA AT BIRMINGHAM
SCHOOL OF NURSING
POSITION DESCRIPTION

DRIVER-MOBILE HEALTH CLINIC
Career Site # T229567

SUMMARY:

To transport supplies and materials to and from the various sites to provide health care to patients of the assigned project. To assist with loading/unloading the vehicle at all sites. To provide transportation services in a safe, timely, and courteous manner. Greets and may register patients. To perform daily operational checks of the assigned vehicle and report any issues to management. To maintain a good driving record.

RESPONSIBILITIES:

1. Transports supplies and materials to and from the various care delivery sites.
2. Assists staff with loading/unloading supplies and materials from the vehicle.
3. Performs daily operational checks of the vehicle and follows all UAB rules and regulations regarding the operation of a vehicle for UAB business.
4. Ensures that the vehicle always has gasoline and water.
5. Ensure that the vehicle is plugged into appropriate electrical outlets to properly charge it.
6. Schedules routine and other required maintenance on the Moms and Kids Mobile Health Unit.
7. Ensures that gray wastewater is emptied from the Moms and Kids Mobile Health Unit as needed.
8. Maintains awareness of infection control practices and supports sanitation procedures when needed (e.g., disinfecting high-touch areas in the entry/exit of vehicle).
9. Assists with safety drills, emergency response protocols, and supports onsite staff during unexpected situations (e.g., inclement weather, mechanical failure).
10. Supports flow of operations by setting up traffic cones/signs, organizing intake areas, and reporting crowding or parking access issues.
11. Acts in a caring and courteous manner toward all in the following ways: uses positive interpersonal skills to address concerns of patients, other staff, faculty, and guests; assists

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promptly, references appropriate procedures calmly and courteously; acts professionally and confidentially concerning all.

12. Greets and may register patients. Assists with patient sign-in and completes paperwork (or electronic health system [EHR] documentation). Updates patient information. Handles all patient-related issues as directed by supervisors and follows all HIPAA regulations.
13. Acts as a liaison between the Moms and Kids Mobile Health Unit and UAB fleet operations for scheduling maintenance and repairs.
14. Maintains current knowledge of UAB Hospital/Health System and UAB School of Nursing program policies, procedures, and regulations, and provides information and assistance as needed to facilitate the daily operations of the Moms and Kids Mobile Health Unit.
15. Collects co-pays and deductibles from patients as needed.
16. Performs other duties as assigned.

REQUIREMENTS:

A High School diploma or GED is required. Licenses / Certifications / Registrations: Currently licensed with a Driver's License from the State of Alabama is required. CDL is preferred. Interpersonal skills, prioritization skills, excellent written and verbal communication skills, organizational skills, basic computer skills. Ability to enter and exit the bus without assistance. Ability to lift, pull or push at least 50 lbs.

Environmental Exposure: Frequent exposure to outdoor environmental conditions, including heat, cold, rain, and uneven terrain. Potential exposure to fumes or vehicle maintenance chemicals. Required to work in a mobile unit with limited climate control during load/unload and driving periods.

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