MAINE MOBILE HEALTH PROGRAM
Position Specifications
Essential Functions and Applicant Requirements

Position Title: Mobile Medical Unit Driver

Pay Designation: Non-exempt (hourly)

Position Reports to: Program Director

Position Supervises: N/A

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 for migrant and seasonal farmworkers. The Driver will transport the MMU to various locations on schedule as required. The Driver will assist with setup for events including primary care clinics, vaccine clinics, and testing clinics as assigned. The Driver will remain with the MMU while in operation unless otherwise agreed to. Depending on the event, the driver may assist with intake for farmworkers 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 MMHP.
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.
13. Work collaboratively with providers, Behavioral Health Specialist, and clinical support staff to assure MSFWs and their families have access to MMU services.

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. Participate in MMHP trainings, retreats, and harvest debriefs as required.
16. 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 MMHP.

Availability Requirements:
Evenings with potentially some day and weekend hours required.

Education and Experience Requirements:
Licenses: Current drivers 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 farmworkers and colleagues in a culturally appropriate manner. Prior experience with farmwork helpful. Bilingual skills in English/Spanish or English/Haitian-Creole helpful but not required.

Equipment Usage Requirements:
1. Mobile Medical Unit
2. Cellular Phone
3. Generator
4. Air conditioner Unit
5. Computer or Tablet (with training, if needed)
6. Height and weight measuring equipment (with training, in some cases)

General/Field Work Environment and Physical Demands:
1. Must be able to climb, stand, and walk.
2. Lifting not to exceed 50 pounds with good body mechanics.
3. Must be able to push/pull weight short distances.
4. Moderate twisting, frequent bending, infrequent squatting.
5. Endurance-moderated energy requirements (5-7 mets).
6. Gross dexterity with infrequent fine motor movement.
7. Both handedness required for 40-60% of the job cycle.
8. Frequent pinching, infrequent hand/wrist repetitions.
9. Requires hearing whispered at 3 feet (FAA Class III) and frequent, clear speaking ability.
10. Moderate exposures to infections.
11. Must have 20/40 corrected vision.

<u>Additional Environmental Demands</u>:
1. Steady exposure to voices and routine noises and occasionally loud sounds.
2. Slight likelihood of minor injury.
3. Slight likelihood of exposure to toxic condition.
4. Likelihood of working with others is great; association is frequent and comprises a major portion of the job.
5. Likelihood of working with people from a variety of cultures and speaking languages other than English is great.
6. Work is often in community setting: farms, labor sites/camps, clinics, etc
7. Lack of control over pace of work is moderate, with periods of assignment based pace.
8. Role ambiguity is slight, rarely is it not clear what others expect of the worker.
9. Irregular work hours.

<u>Cognitive and Emotional Demands</u>:
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.

I have read and understand the above Position Description

Employee Signature	Date

Witness Signature	Date