



SITTING BULL COLLEGE 9299 HWY 24 FORT YATES, ND 58538

www.sittingbull.edu

701.854.8000

EMPLOYMENT OPPORTUNITIES

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Closing Date: Until Filled
POSITION TITLE: Full-Time Passenger Assistant
LOCATION: Sitting Bull College
Fort Yates, ND
SALARY: Support Staff
(\$31,200-\$32,400)
SUPERVISION: Transit Director

SUMMARY OF WORK:

The Passenger Assistant will ride the transit vehicles and assist disabled passengers to their medical appointments and will perform other duties as needed including transporting passengers and dispatch services.

DUTIES AND RESPONSIBILITIES:

1. Welcome passengers boarding vehicles and answers questions about bus schedules and routes.
2. Assist bus drivers to load and unload disabled passengers and assist with use of seat belts and tie downs.
3. Assist passengers to and from buildings and help them find their way to their medical appointments.
4. Assist passengers with the Transit Program Medicaid forms.
5. Follow emergency procedures and help driver administer first aid, if necessary.
6. Operate equipment according to established safety procedures.
7. Work irregular hours as needed.
8. Maintain privacy and confidentiality of the passengers in all aspects of services, including medical records.
9. Perform Dispatcher duties, focusing on individualized passenger needs to establish a variety of customized services to meet their needs.
10. Perform Driver duties to meet the mobility needs of passengers to provide flexible public transit services.

REQUIRED SKILLS:

1. High School Diploma or GED Required.
2. Ability to follow verbal instructions and communicate effectively.
3. Ability to operate safety equipment and adaptive equipment.
4. Ability to work well with people with disabilities.
5. Pass pre-employment drug and alcohol test and random testing.
6. Must be dependable and flexible.
7. Acquire PASS, First Aid and CPR Training

New hires are subject to Federal, State, Tribal background checks and pre-employment drug/alcohol testing. AA * EEO * M * F * V Employer

Please submit: Cover letter, Resume, official transcripts, 3 current reference letters signed and dated (1 from immediate supervisor), certificate of Indian blood (if applicable), copy of Social Security Card & Valid driver's license & SBC Background check to:

Personnel Office Sitting Bull College 9299 HWY 24 Fort Yates, ND 58538 (701)854-8004

Any applicant not having the above documents enclosed will not be considered.