**Job Title:** HCF Service Driver (Philippines)

**Section:** Healthcare Fund Services/MRP

**Reports To:** HCF Medical Referral Coordinator

**Auth’d. Position #:** (Grade 1 to 4: 7,000 to 17,960) - Contract

**Prepared By:** Administrator

**Prepared Date:** April 1, 2024

**Approved By:** HCF GC

**Approved Date:** April 25, 2024

**SUMMARY**

The principal duties and responsibility of this position is to provide the transportation of Palau medical referral patients and escorts to and from airport, medical appointments, and the Palau Housing in a safe, secure and professional manner. Assist wheelchair patients when drop-off or pick-up from medical appointments. Ensures that the Palau government vehicles are in accordance with the Philippine Land Transportation traffic code. Ensure vehicle maintenance and cleanliness at all times.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties maybe assigned.

* Responsible in transporting medical referral patients and escorts to and from medical appointments utilizing Palau government vehicle in a safe and professional manner;
* Assist patient and escort as needed to safely complete transfer to and from medical appointment and pick up and drop off at the airport as necessary;
* Complete daily vehicle pre-trip and post-trip inspection and regular car maintenance;
* Perform inspection of the Palau government vehicles on a regular basis to ensure transportation safety and vehicle documentation are in accordance with the Philippine Land Transportation agency;
* Responsible for the daily log sheet and report vehicle maintenance issue to HCF medical referral coordinator or assigned Palau government official in Manila;
* Perform other duties as tasked by the HCF medical referral coordinator or HCF Utilization Reviewer or the Administrator.

**SUPERVISORY RESPONSIBILITIES**

None

**QUALIFICATIONS**

Valid driving license with clean driving record. Previous experience in patient transportation or related field preferred. Compassionate and patient centered approach, demonstrating empathy and understanding toward patient needs. Physical strength to assist patients in and out of vehicle and handle any mobility aids or equipment.

**EDUCATION and/or EXPERIENCE**

Must be a high school graduate, GED or equivalent required with at least five (5) years of driving experience in Metro Manila, Philippines. Must be able to read, write and speak the English language.

**LANGUAGE SKILLS**

Must have strong writing skills. Must be public oriented, have well-developed oral communication and inter-personal skills. Must read and speak English.

**MATHEMATICAL SKILLS**

Basic mathematical skills.

**REASONING ABILITY**

Must be detail oriented with good organization and customer service skills; possess the ability to define problems, collect data, establish facts, and draw valid conclusions.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Yes