

JOB DESCRIPTION # 79

TITLE: Ancillary Support Professional

FUNCTIONAL TITLE: Van Driver

JOB CATEGORY: Day Program Support Staff

REPORTS TO: Director of Adult Day Health

BASIC FUNCTIONS: Transport individuals to and from program in a safe and timely manner. Maintain upkeep of vehicles as assigned.

QUALIFICATIONS: Must be a high school graduate 21 years of age or older with at least a three (3) year verifiably clean driving record. Valid driver's license required.

SCHEDULE: Schedule to be determined by programmatic needs and maintained by the Director of Adult Day Health Program.

RESPONSIBILITIES/OBJECTIVES:

- To be responsible for the safe and timely transport of participants to and from the program over an assigned route.
- To supervise the participants assigned to the vehicle while being transported including the enforcement of all rules pertaining to safety and good conduct.
- To be responsible for the proper operation of the cellular phone.
- To be knowledgeable in all vehicle and participant emergency procedures and perform procedures as warranted.
- To assist the Director of Adult Day Health Program and other staff members by carrying out various other driving assignments as directed.
- To be responsible for maintaining the cleanliness and neatness of the assigned vehicle.
- To be responsible for fueling the vehicle and for getting the vehicle serviced regularly as directed by the Director.
- To report any mechanical or operational problems to the Director immediately.
- To report any issues to the Director of Adult Day Health and follow agency Incident Report Procedures.

- To participate in all required meetings and trainings as may be required.
- Ability to successfully complete CPR and First Aid certification.
- To be familiar with the Agency's overall operation as established by written description of service and organizational information.
- Be familiar with, and assist in the implementation of, the Seven Hills Foundation Policies & Procedures, the site's Program Specific Policies & Procedures and the regulations governing the program.
- To perform additional duties as required or directed.

EXPECTATIONS:

- To carry out all responsibilities professionally and efficiently.
- To work in harmony and in support of the Seven Hills Foundation operating subsidiaries.

PHYSICAL REQUIREMENTS: Ability to Drive. Ability to assist in physical interventions and to complete a pre-employment physical including initial and periodic drug testing.

STATUS: Non-Exempt

STATE CONTRACT CROSS REFERENCE TITLE: Direct Care/Program Staff II #136

I have read and understand my job description.

Employee

Date

Employee Printed Name

Supervisor

Date