



Foundation for Senior Care Job Description

Job Title: Driver

Job Objective: The primary objective for the Driver is providing safe, courteous, and on schedule transportation to our clients. Drivers are expected to work in conjunction with the Transportation Scheduler and Fallbrook Adult Day Care Center Administrator to ensure that all clients are able to access transportation. The Driver will also represent the organization by being visible throughout the community. Clients are to be treated with respect, courtesy and graciousness at all times. The Driver is expected to foster the best possible relations with volunteers, actual and potential clients, agency donors and community sponsors.

The effectiveness of this position is measured by an annual performance review and quarterly Care Van user satisfaction surveys.

Duties:

1. Follow Care Van schedules and communicate with the Transportation Scheduler regarding all aspects of clients' transportation
2. Assist clients in a prompt, helpful, courteous and compassionate manner
3. Assist the Transportation Scheduler with changes and pertinent information about clients
4. Communicate any vehicle maintenance needs to the Transportation Scheduler
5. Ensure that vehicle mileage and maintenance logs are current
6. Solicit and collect donations from Care Van riders
7. Assist Fallbrook Adult Day Care Center staff with client support as needed or whenever scheduling permits
8. Attend and participate in community events as related to the provision of services to seniors and the disabled
9. Develop and maintain effective working relationships with other Foundation staff members
10. Complete all reports required by the Executive Director
11. All other duties as assigned.

Qualifications:

The Transportation Scheduler is required to have a current, valid California State issued driver's license. Care Van drivers must maintain their ability to drive legally and be physically able to assist mild to moderately disabled individuals with access of the Care Vans. Care Van Drivers must have the ability to lift at least 30 pounds without difficulty and be able to push or support up to 185 pounds. Care Van drivers are expected to be helpful and assist clients with groceries or personal belongings as they utilize the vans for transportation. Care Van drivers are expected to ask and collect donations from each rider, for each ride they provide. Care Van drivers should possess the ability to work effectively and patiently with individuals with age related, cognitive or physical limitations. Ability to speak Spanish is preferred but not required.

Organization Culture: Ability to work independently and/or as a team member. Demonstrate a sincere desire to work with persons of all ages, who may be frail, moderately handicapped, slightly confused, or have incapacitating chronic conditions. A talent for developing strong interpersonal relationship and consensus building is preferred. Ability to perform work in a creative, energetic and self-directive manner.

Work Hours: The Care Van driver position is either full or part-time, as identified upon hiring. The organization core operating hours are 8:00 a.m. to 5:00 p.m. Monday through Friday; however occasional weekend and evening appointments may be required.

Salary Range: \$11.00 to \$15.00 per hour, non-exempt. The organization may pay an annual bonus that is determined upon merit and meeting annually defined goals.

Supervisor: Executive Director