center for Senior Wellbeing

activities • services • connections

DETAILS

Title / Dept:	CareVan Driver / Transportation department
Reports to:	Transportation Coordinator
FLSA Status:	Non-Exempt
Employment:	Part-time
Work Schedule:	This is a part-time position requiring 16 hours per week
Core operating hours:	Monday through Friday, 8:30a.m. to 4:00p.m.
Compensation:	$16.00 - $19.00 per hour

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POSITION SUMMARY

The CareVan Driver provides safe, reliable, and friendly transportation for older adults who use the Center for Senior Wellbeing's services. Working closely with the Transportation Coordinator and Adult Day Center Administrator, the CareVan Driver helps ensure clients get where they need to go safely and on time. As a representative of the Center, the CareVan Driver is expected to treat everyone with kindness, patience, and respect, while building positive relationships with clients, coworkers, volunteers, and others in the community. Success in this role is based on providing dependable service, receiving positive feedback, and being a supportive member of the Center's team.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Follow Care Van schedules and maintain open communication with the Transportation Coordinator regarding client transportation
- Assist clients promptly, courteously, and compassionately, including providing physical assistance when necessary (e.g., helping clients in and out of the vehicle)
- Operate the Care Van independently, including the wheelchair lift assist device when needed.
- Relay client updates and any relevant information to the Transportation Coordinator
- Report any client or transportation issues to the Transportation Coordinator immediately
- Maintain the cleanliness of the vehicle, regularly disinfecting seats and door handles, and washing exteriors as scheduled or needed
- Ensure the vehicle is stocked with Center brochures and donation envelopes
- Communicate vehicle maintenance needs to supervisor and ensure mileage and maintenance logs are up to date
- Solicit and collect donations from CareVan riders
- Participate in community events related to senior and disabled services
- Deliver groceries and other items to clients when necessary
- Distribute fliers or other materials to local businesses as required
- Perform other duties as assigned

QUALIFICATIONS

- Friendly, patient, and compassionate demeanor, with the ability to work effectively with seniors
- Ability and willingness to provide physical assistance to clients, including helping them in and out of vehicles and pushing wheelchairs for short distances
- Must have and maintain a clean DMV driving record, with no major violations. Driving records will be reviewed annually

AGENCY CULTURE EXPECTATIONS

- Ability to work independently and as a team member
- Willingness to support and participate in non-profit fundraising and outreach activities