



Horizon House

JOB OPENING-POSTED 2-1-2019
To apply, login to www.horizonhouse.org and click on “Career” tab. For current employees, apply through your PayNW account. Choose “Our Company” and “Search for Jobs”.
Starting Rate of Pay: Hourly/Non-Exempt - DOE

Requisition #3-2019

Title:	Driver	Dept:	Reception
Supervisor:	Manager - Events and Programs	Effective Date:	7/1/2000; Rev 2/2002; Rev 8/2015; Rev 9/2018; Rev 1/31/2019
Status:	Part Time: 1 to 19 hours per week - Sunday mornings, some weekdays and evenings	Grade 12:	Non-exempt

Summary:

The Driver is responsible for providing transportation services for resident events that occur on days, weekends and evening. The Driver is responsible for overseeing the maintenance of our fleet of vehicles. This person is responsible for the billing for such outings. This person may also act as a chaperone on day trips and outings. Prepares information related to outings for the Trip Sign up book, Weekly Alert and Monthly calendar.

The Driver is oversees the maintenance for our fleet of vehicles.

Essential Job Duties:

1. Provide safe and courteous transportation to residents in our shuttle or van under various conditions and within a schedule; adhere to traffic regulations; complete trip documentation.
2. Assist passengers in getting on and off the shuttle or van; operate wheelchair lift and secure wheelchairs.
3. Perform pre-trip vehicle inspection and report defects; familiarize yourself with vehicles' manuals and operation of controls; keep track of necessary preventive maintenance; drive vehicles to appropriate maintenance facilities; wash and clean vehicles' interior and exterior; fuel vehicles; check and fill fluids as necessary.
4. Provide information to residents regarding schedules and trips; communicate and interact with individuals of various backgrounds and physical or mental disabilities.
5. Escort residents on trips (off the shuttle) when a dedicated escort is not available.
6. Ensures outings are properly billed to participants
7. Prepares information for the Weekly Alert and Monthly Calendar related to all planned outings for the department

Secondary Job Duties:

1. Participate on organizational Quality Improvement Committees as requested.
2. Other reasonable duties as assigned within the domain of Transportation.

Job Requirements:

The person in this position must be at least 21 years of age and maintain an acceptable driving record. This person must be fluent in English language. Punctuality and regular attendance are required in this position in order to provide dependable service to our residents

Confidentiality Requirements:

Employee accesses, uses and/or discloses Protected Health Information, as defined by HIPAA, only to the extent minimally necessary to accomplish essential job functions. Employee practices appropriate safeguards to prevent unauthorized access, use and/or disclosure of PHR (paper, electronic and oral) within his/her work area.

Experience/Knowledge/Education/Specialized Training Required:

High school graduate, GED or equivalent. Must have valid WA State driver license in good standing. Must display an ability to understand maps and remain composed and in authority during an emergency. Certification in American Red Cross First Aid and CPR. (We will provide necessary instruction after hire.)

Materials/Equipment Directly Used:

Van, bus, phone, cell phone, computer.

Physical and Environmental Requirements:

1. Must be able to sit for extended periods.
2. Lift or pull up to forty (40) pounds.
3. Must be able to manipulate wheelchairs; bending, stooping, and working in confined space to secure wheelchairs with straps and buckles that require manual dexterity.
4. Must be able to perform repetitive body movements to operate controls.
5. Must be able to work independently.
6. Must be able to operate a vehicle in heavy traffic and in emergency or hazardous situations or conditions (rare).
7. The person performing this job is not at risk for bloodborne pathogens.