



cornerstone family programs & morristown neighborhood house

Better Lives, Stronger Communities

Job Title: Driver – Adult Day Center
Department: Morris View Adult Day Center
Reports To: Director of Adult Day Center
Classification: Part-Time (up to 20 hours per week), Non-Exempt
Effective Date: February 2018

Summary

Our Morris View Adult Day Center location is looking for an outgoing and safety-minded individual who under the supervision of the Director of Adult Day Services, is responsible for the transportation of our clients to and from the center in a safe, courteous and timely manner in accordance with the client's needs.

Duties and Responsibilities

- Be physically able to assist seniors from their residences to the car and into the center.
- Operate the vehicle in a safe manner and obey all traffic laws.
- Provide a high comfort level for the clients.
- Maintain company vehicle cleanliness on a daily basis and routine maintenance and repairs, as needed.
- Complete accurate documentation of scheduled trips.

Qualifications

- A minimum of five years driving experience.
- Excellent driving record without moving violations or accidents in the past three years.
- Have knowledge of Morris Plains and surrounding areas.
- Competency in working with the elderly/disabled and knowledgeable about their physical, social, and mental health needs.
- Excellent interpersonal skills in dealing with participants, paraprofessional staff, and volunteers.
- Good written and verbal skills.
- Ability to be flexible with schedule changes.

Competencies

- Attendance/Punctuality – Is consistently at work on time.
- Safety and Security – Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
- Customer Service – Manages difficult or emotional client situations; Responds promptly to client needs; Solicits client feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- Ethics – Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Physical Demands and Work Environment

- Continually required to sit
- Frequently required to stand
- Frequently required to walk
- Continually required to utilize hand and finger dexterity
- Occasionally required to climb, balance, bend, stoop, kneel or crawl
- Continually required to talk and hear
- Continually utilize visual acuity to operate a vehicle and read instructions
- Occasionally required to lift/push/carry items less than 25 pounds
- Continually exposed to outside weather conditions