

WASHBURN COUNTY JOB DESCRIPTION

TITLE: Washburn County Transport Driver/Backup Dispatcher for ADRC

DEPARTMENT / AGENCY: Aging & Disability Resource Center

IMMEDIATE SUPERVISOR: Program Coordinator and ADRC Director

Position #: 6111.180.20

Wage Range: P-03-2080

NATURE OF WORK:

This position is primarily responsible for transporting and assisting elderly and disabled ADRC riders for Washburn.

MINIMUM QUALIFICATIONS

- Graduation from high school or high school equivalency
- Valid Wisconsin driver's license required
- Experience working with older adults preferred
- Acceptable driving record required
- Must be able to pass any and all drug and alcohol testing and background check
- Must have good communication skills, an outgoing personality and be able to relate well to others
- Desire to work with older people
- Must have or be able to procure CPR/AED/and First Aid Certification
- Must have or be able to procure Passenger Assistance Techniques Certification (PAT)
- Ability to lift and move up to 25 lbs.

KNOWLEDGE,SKILLS, AND ABILITITES:

- Knowledge of and sensitivity towards the needs of the elderly and disabled citizens
- Ability to interact in a positive way with others
- Knowledge of Washburn County communities, roads and highways
- Able to read maps and follow directions
- Skill in customer service
- Ability to be alert to the needs of the riders and of the agency

ESSENTIAL FUNCTIONS

Under general direction

- Transports the elderly and disabled in a safe professional manner.
- Perform and document daily safety inspection of vehicle
- Responsible for monitoring and reporting maintenance needs to the Program Coordinator
- Keeps interior and exterior of the bus clean
- Assists riders to/from their home and into/out of the vehicle
- Maintain accurate records, files reports as required, and collects donations
- Immediately reports accidents (both vehicle and rider) and vehicle breakdowns
- Will be a backup to the Program Manager with the main responsibility of being a backup dispatcher.

SUPERVISION RECEIVED:

Under the direct supervision of the Program Coordinator. This position is under the general supervision of the ADRC Director.

ENVIRONMENTAL REQUIREMENTS:

This position requires travel both inside and outside of Washburn County in all types of weather. Must be able to meet the transportation requirements of this position. Dexterity in moving, picking up objects is required. Ability to bend, stretch, and perform basic mobility functions such as ambulating, opening and closing doors, assisting clients. Must be able to lift or move up to twenty-five pounds. This position is in and out of buildings assisting clients and carrying packages in all kinds of weather.

CLOSING STATEMENT:

This description has been prepared to assist in evaluating duties, responsibilities and skills of this position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct and modify duties and responsibilities listed.