

THE MYRON STRATTON HOME

Position Description

Position Title: CDL Driver Part-time

Department: Senior Services

Position Answers to: Senior Services Director

Position Pay Range: \$25.13 - \$25.88 per hour

Position Summary: The Part-time Driver provides transportation services to senior residents of The Myron Stratton Home as assigned by the Director of Senior Services. Safety and courtesy are the mainstays of this position.

Primary Job Duties

<i>Essential Functions</i>
Provide safe transportation in a MSH vehicle for residents at assigned times to assigned destinations.
Observe safe and defensive driving standards at all times
Manage schedules to assure timely delivery and return of residents.
Monitor welfare of residents while in the presence of the driver by extending courtesy and assistance in getting in and out of the vehicle, in and out of buildings and getting to the proper location within a building.
Economize on fuel by mapping out efficient routes.
Communicate with residents and staff any necessary scheduling details.
Communicate to nursing personnel or supervisory personnel any difficulties, unusual behavior or medical issues with residents.
Use patience, respect and common sense in all interactions with residents.
Represent the MSH in the community professionally.
Keep vehicles fueled and clean inside and out.
Observe and report any problems with vehicles to maintenance staff promptly.
Stay informed of MSH policies and observe them.
Attend in-services and staff meetings.
Will learn the Eden Alternative of care and service and will integrate that philosophy into the daily routine.
Upon request, may perform additional functions as assigned and assist other employees, including disabled employees, in meeting the minimum requirement of their job.
Daily inspection and documentation on vehicle driven.

Qualifications: to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the

knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

QUALIFICATIONS
You must be age 25 years or older
High School or GED
Valid Commercial Drivers license in good standing
Valid Colorado Drivers license in good standing
CPR certified or able to obtain within 30 days of employment
Previous driving experience in transporting people
Must be able to sit for extended periods of time, walk half a block or more, stoop, kneel and reach, assist others in walking safely and lift objects such as shopping bags and wheelchairs in and out of a vehicle.
Must have the ability to hear and talk in English with residents, staff and the general public including over a telephone and pager
Must have the ability to understand and follow written and oral instructions given in the English language
Must have a basic understanding of the operation of a vehicle including windows, doors, seat belts, trunks and hatch doors
Must be able to work cooperatively on a team

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Rarely	Occasionally	Frequently
Extreme cold		x	
Extreme heat		x	
Humidity/wet		x	
Noise		x	
Hazardous materials	x		
Temperature changes	x		
Atmospheric changes/conditions		x	
Vibrations	x		
Other	x		

Physical Demands: The Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Meeting essential functions of the job will require heavy work.

Physical Demand	Rarely	Occasionally	Frequently

Standing		X	
Walking		X	
Sitting			X
Lifting		X	
Carrying		X	
Pushing/Pulling	X		
Climbing	X		
Balancing	X		
Stooping		X	
Kneeling		X	
Crouching		X	
Crawling	X		
Reaching		X	
Handling		X	
Grasping		X	
Feeling		X	
Talking			X
Hearing			X
Repetitive Motions		X	
Eye/Hand/Foot Coordination			X

The following *Competencies* are an integral part of the functions for this position:

Competency	Description
Analytical Thinking	Role uses basic logic and common sense to arrive at solutions
Company Knowledge	Role understands the job and how the role interacts with the team
Business Impact	Role has impact on the department and the organization
Functional Knowledge	Role has knowledge of specific job functions
Managing Change	Role implements changes provide by management
Job Impact	Role has impact on immediate work team
Influence	Role gains support for ideas within the team
Collaboration	Role develops partnerships with internal teams
Problem Solving	Role uses good judgement to find solutions to difficult/complex issues
Communication Skills	Role is able to communicate well in most situations

This position will be required to provide yearly a Motor Vehicle Record, pass a pre-employment and random drug tests and any other requirements necessary to satisfy the license with the Public Utilities Commission.

Should employee have more than one traffic violation, they will receive a verbal warning. Two violations will result in a written communication that their job is in jeopardy. Any serious traffic violation as determined by the Senior Services Director could result in immediate termination.

You will be asked to provide the following:

1. Authorization to work in the United States
2. Authorization to request a Criminal Background report
3. Authorization to request a Colorado Adult Protective Services background report (in the case of position of direct resident care-such as nursing).
4. Authorization to request a Drug Screening report
5. Authorization to request a Driver's Motor Vehicle background report (in the case of a position that will be driving company/business vehicles).

If you are interested in this position, you may apply by doing one of the following:

- Submit your resume to myronstratton@myron.org
- Visit the Office at 555 Gold Pass Heights Colorado Springs CO 80906
- Visit the Home's website at www.myronstrattonhome.org