



Job Announcement

Position: Transportation Driver	Department: Friendly Health Services
Location: Calvert County/Huntington, MD	Employment Status: Substitute
FLSA: Non-Exempt Grade: 8	Compensation: \$14.00 per hour
Opening Date: February 8, 2020	Closing Date: Until Filled

Summary of Job Description: Transportation Driver will perform a wide-range of functions as needed. This position will report to the Center Director and will assist with the delivery of health care services under the direction and coordination of services by the RN and LPN.

Summary of Requirements: *High School Diploma or equivalent.* A Valid Maryland Drivers License. A driving record in accordance with the Agency's insurance company standards. Violation Free Driving Record. Skills and proficiency using Microsoft Word, Excel, Outlook, or other software applications to retrieve data, create spreadsheets, and reports. Must maintain confidentiality at all times. *Communication Skills:* Communicates effectively, appropriately, and professionally in written and verbal formats with coworkers, supervisors, customers, and vendors.

Responsibilities and Duties:

Follow the participant's plan of care.

Transport participants to and/or from the Center and their homes.

Assist with preparing for and serving participant meals as well as providing whatever assistance participants needs to consume their meals.

Assist with maintaining a clean and sanitary environment.

Assist with participant individual and group activities.

Accompany participants on field trips.

Transport and accompany participants to appointments in the community.

Transport meals from the local vendor to the Center.

Assist with administrative duties as assigned.

Assist with cleaning up the facility upon the completion of the meal.

Adhere to transportation Policy and Procedures.

Responsible for the daily inspection of assigned vehicle.

Responsible for maintaining the interior and exterior of assigned vehicle.

Submit reports as required.

Licenses or Certificates:

CPR, First Aid and Current valid Maryland Driver's License.

Special Requirements:

Current Certified Driving Record. Violation Free Driving Record provided annually. State and Federal Bureau of Investigation Criminal Background Check, National Sex Offender Public Registry Check, Department of Transportation (DOT) Physical and TB Tine Test and/or Chest X-Ray Test at time of employment and annually, or by physician requirement, thereafter, Pre-Employment, Random, Post-Accident Drug and Alcohol Testing. Annually take courses to include: Defensive Driving & Maryland Law.

Physical Demands:

Work requires extensive physical effort: bending, stooping, reaching, pushing, pulling, standing, and lifting as patient needs require.

Applications Accepted By: Mail and Online	
<u>Mail to:</u> SMTCCAC, Inc. - Human Resources Dept. P.O. Box 280 Hughesville, MD 20637	<u>On line at:</u> www.smtccac.org
Required Documents: The following documents are required based on job: In addition to your application and resume please provide a copy of your high school diploma. Applications and Documents submitted with missing information will not be considered. Do not send application's via Fax.	

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