



## North East Community Center Position Description

**Title:** Per Diem Driver  
**Classification:** Per Diem, hourly, not benefits eligible  
**Hours:** varying, up to 15 hours per week, as needed

**Primary Role:** The Per Diem Driver will provide driver assistance to the North East Dutchess Transportation Program by transporting elderly, disabled and other adults from their homes to medical, grocery shopping or other appointments, and bring them back home.

### **Responsibilities:**

The Per Diem Driver will:

- Utilize NECC vehicles in performance of transportation assignments
- Adhere to a driving schedule provided by the Transportation program staff
- Engage in respectful conversation with program participants during appropriate times as part of the expected work
- Practice safety at all times
- Complete vehicle checklist at start of work day; report all unsatisfactory items to Transportation Director/staff immediately
- Provide general clean-up of vehicle at the end of work day
- Demonstrate good judgement while engaging clients and performing work; report any concerns or difficulties to the Transportation Director/staff
- All other duties as assigned

### **Required Skills and Behaviors:**

- Must be motivated and comfortable working with seniors and the disabled
- Experience working with people from diverse ethnic, cultural and socioeconomic backgrounds
- Follow all NECC Policies & Procedures
- Models NECC values at all times

### **Qualifications:**

Required:

- Must have clean driving record
- Be willing to take 6-hour defensive driving course on-line
- Has a positive and friendly attitude when engaging with others
- Is flexible and can problem solve quickly if a situation demands
- Able to maintain patient, professional demeanor when dealing with diverse community of clients
- Background check through central database and fingerprinting

Preferred:

- Experience working with seniors and/or the disabled

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- Relevant training including but not limited to First Aid/CPR
- Spanish Speaking a plus

**ADA Requirements:**

- Ability to lift a 50-pound box
- Ability to walk up and down stairs

**Supervisor(s):**

Angela Gonzalez, Transportation Program Director

Effective: April 30, 2019