



FiftyForward
Adult Day Services Driver/Activity Assistant

DEADLINE TO APPLY: Tuesday, March 26, 2018

SALARY INFORMATION: \$13/hr + benefits; Non-exempt

WORK HOURS: Full time; 8 a.m. to 5 p.m., Monday through Friday with the availability to work occasional early mornings, late evenings, and weekends.

BASIC FUNCTION: The Adult Day Services Driver/Activity Assistant provides transportation and daily assistance for participants and helps the Activity Coordinator and/or volunteers implement program activities.

CORE JOB SPECIFIC COMPETENCIES

Action Oriented: You must be willing to work hard, accept challenges, take action with little planning or preparation time and recognize opportunities.

Conflict Management: This position requires that you step up to conflicts and see them as opportunities. You will need to read situations quickly by practicing focused listening. You will be asked to manage disputes equitably by finding common ground and gaining cooperation.

Customer Focus: You must be dedicated to meeting the expectations and requirements of internal and external customers, always acting with them in mind and establish and maintain effective customer relationships by gaining their trust and respect.

Listening: You must practice attentive and active listening, have the patience to hear people out and restate the needs of others as they express them to you.

Patience - You will need to be tolerant with people and processes, listen before acting, understand people before making decisions and be sensitive to pacing of interactions.

Problem Solving: You must use logic and techniques to solve difficult problems with effective solutions, ask for guidance and ideas from others who can assist you, see hidden problems, honestly analyze problems and look beyond the obvious, while not stopping at first answers.

Time Management: This position requires that you set priorities and attend to multiple tasks.

CORE RESPONSIBILITIES

1. Drives ADS vehicles including a 15 passenger bus and 11 passenger van providing daily transportation for participants to and from the program and for program activities. Assists program participants on and off vehicle. Makes no stops prior to arriving at Center, without prior approval.
2. Conducts daily vehicle inspection (working order, safety, cleanliness). Check includes oil level, all lights, washer fluid, and visual check of tires.
3. Develops and implements preventive maintenance schedule. Makes recommendations for major repair. Monitors miles between oil changes and dates for renewal of license

plates. Is responsible for maintaining required emergency and safety equipment on vehicle. Brings any concerns regarding vehicle deficiencies to the immediate attention of the Adult Day Services Director.

4. In collaboration with the Activities Coordinator, plans, implements and evaluates activities in the daily program in order to fulfill the requirements of individual treatment plans which include crafts, recreation/social activities, health/physical exercise.
5. Assists participants during program activities. Remains in activity room with participants to monitor, encourage and lead/assist as needed. Assists with distribution of meals and snacks. Breaks or absences from the activity room are with prior approval of the Adult Day Services Director.
6. Completes and submits accurate documentation in a timely manner. Documentation includes mileage and occupancy reports (on and off vehicle times), incident reports and notes on significant changes in participants' condition or demeanor.
7. Performs other related duties as assigned.

CORE WORK REQUIREMENTS

Education: High school diploma or equivalent education.

Experience: 1 to 3 years' professional driving experience. 1 to 3 years' experience working with older adults preferred.

Special Skills: Ability to work effectively with frail older adults, staff, colleagues and volunteers. Ability to work independently and as a member of a team.

Certifications or Licenses: Valid driver's license with F endorsement required or, willingness to pursue F endorsement. Must maintain good Motor Vehicle Record. CPR and First Aid certified required or willingness to become certified.

Physical Requirements: Ability to work in a smoke free environment and shared space. Able to bend, stoop, push, pull, stand for long periods, lift and carry up to 25 pounds and ascend/descend stairs.

Equipment Requirements: Proficient in utilizing a computer, printer, copier, facsimile, and telephone equipment. Drive ADS van and/or bus and utilize lift equipment.

HOW TO APPLY

To be considered, please send a current resume and cover letter indicating the position for which you are applying to:

careers@fiftyforward.org

FiftyForward is a Smoke Free Workplace

FiftyForward is an equal opportunity employer. Applicants are considered for all positions without regard to political affiliation, religion, gender, age, race, color, national origin, sexual orientation, disability, marital or veteran status, the presence of a non-job-related medical condition or handicap, or other status protected under local, state or federal laws.