



FiftyForward
Adult Day Services Afternoon Driver/Activity Assistant

SALARY INFORMATION: \$12/per hour; non-exempt

WORK HOURS: Part-time position; 25 hours per week; 12 to 5PM Monday through Friday with the availability to work occasional early mornings, evenings and weekends. Ability to fill in for other staff and work full time days occasionally.

Basic Function: The Adult Day Services Driver/Activity Assistant provides transportation and assistance for participants with 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 as needed. Makes no stops, without prior approval, before arriving at Center.
- 2.** Conducts daily vehicle inspection of all vehicles and more thorough inspection (working order, safety, cleanliness) of primary vehicle driven. Check includes oil level, all lights, washer fluid, and visual check of tires.
- 3.** Implements preventive maintenance according to developed schedule. Brings any concerns regarding vehicle deficiencies to the immediate attention of the Adult Day Services Director.

4. Assists participants during program activities. Remains in activity room with participants to monitor, encourage and assist as needed. Assists with distribution of meals and snacks. Breaks or absences from the activity room are with approval of the Adult Day Services Director.
5. 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.
6. Performs other related duties as assigned.

Core Work Requirements:

- **Education:** High school diploma or equivalent education or experience.
- **Experience:** Professional driving experience and working with older adults.
- **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 State of Tennessee driver's license with F endorsement and maintains good Motor Vehicle Record. CPR and First Aid certification.
- **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 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.