



Driver

Administrative Services Division

ACCOUNTABILITIES: To provide safe transportation for children and adults receiving services from LCCS. To keep appropriate records regarding transports. To provide assistance in unit functions.

ESSENTIAL DUTIES:

Transports passengers by driving Agency or own vehicle to visitations, medical appointments, court appointments, special events, etc. May pick up and deliver mail and medical prescriptions. Exercises safe driving habits and maintains good driving skills at all times when performing job duties. Ensures that safety restraints are properly used for all vehicle occupants. Ensures that Agency or own vehicle is safe, reliable and clean.

Performs clerical and recordkeeping activities, to include: maintains up-to-date individual drivers books with the required paperwork/information regarding each run on his/her schedule; keeps and submits weekly statistics and mileage reports as required; assists with unit phone reception; checks and responds to electronic mail messages. Regularly reviews drivers' manual as required.

Attends trainings, unit meetings, and other Agency meetings. May participate on Agency committees.

Backs-up Family Visits Monitors when needed.

NON-ESSENTIAL DUTIES:

Performs other related duties as assigned by supervisor.

ESSENTIAL BEHAVIORS: Ability to establish a comforting rapport with children experiencing life in a substitute care setting. Ability to apply appropriate discipline and re-direction to counteract inappropriate child behavior. Ability to develop cooperative working relationships with caseworkers, caretakers, family members, and other Agency staff.

MINIMUM QUALIFICATIONS: High School diploma or equivalent required. Must be at least twenty one (21) years of age. Requires valid driver's license, automobile insurance and reliable automobile. Must not have received six (6) points or more on driving record in the previous 24 months. Must be drug free. Physical examination will be required after job offer is made to ensure ability to lift 45 pounds. Residential or other personal telephone required. Must be able to work a variable schedule, including evenings and weekends. Must maintain First Aid, CPR, APNEA monitor, and defensive driving certifications. Ability to work effectively in a multi-cultural work environment required.