

POSITION DESCRIPTION

Position: Van Driver
Program: DHA Family Transitional
Reports to: Program Director/Manager

Status: Non-exempt
Date Revised: 09/2019

POSITION SUMMARY:

The Van Driver is responsible for assuring quality service to all program participants in a compassionate and professional manner as it relates to the specific program objectives. Objectives include supportive interaction with program participants and team members, assessment of participant's needs, and performance of all work duties as required. Work is performed in a cost effective and service oriented manner as it relates to established organizational standards.

OBJECTIVES/ACTIVITIES:

- A. Responsible for performing daily work requirements to achieve established objectives of the department.
 - 1. Drive agency provided van, transporting clients and/or their children to and from the program site.
 - 2. Explain program requirements and regulations to new clients and assure compliance.
 - 3. Provide emergency assistance to clients and co-workers as necessary.
 - 4. Perform maintenance tasks as needed on the van, i.e. washing, sweeping, and regular maintenance.
 - 5. Address any behavior issues that create disharmony, criminal, or otherwise non-productive behavior.
 - 6. Role model positive, professional behavior including appearance and communication with others.

- B. Responsible for all areas of daily program maintenance in compliance with company policies.
 - 1. Complete all necessary mileage sheets and routine maintenance reports.
 - 2. Document and notify management of client concerns, potential workflow problems and/or any exceptions to policy that can affect program security.
 - 3. Adhere to staffing schedules in order to provide adequate/safe staffing coverage to accomplish program objectives.
 - 4. Maintain a working knowledge of fire, safety, and health standards to assure a safe work environment for clients and all personnel.

EQUIVALENT EDUCATION AND EXPERIENCE:

This position requires demonstrated ability to communicate and comprehend oral and written instructions and to provide services to clients without ethnic or social prejudices. It requires general knowledge of issues and challenges unique to homelessness, substance abuse, young adults, minorities, and persons with disabilities. Must have a valid California driver's license and meet all our insurance carriers' guidelines. Must have the flexibility to work irregular hours and have the willingness to function as a team member. Must be able to function both independently and in a team environment. Tact, discretion, and resourcefulness are required at all times.

SPECIFIC SKILLS REQUIRED:

Teamwork skills
Oral and written communication skills
Able to de-escalate others
Ability to assist other people in a compassionate manner.
Organizational skills

PHYSICAL REQUIREMENTS:

Lift and move up to 40 pounds
Stand, walk, bend, stoop, and sit frequently
Kneel occasionally

NATURE OF SUPERVISION RECEIVED:

Daily activities are many times performed independently with accessible guidance and direction from the Program Director/Manager or designated lead. Must be able to function both independently and in a team environment working towards attainment of operational goals and contract compliance.

SUPERVISION EXERCISED:

This position does not supervise.

This Van Driver job description does not constitute a written or implied contract and may be changed as business needs arise.

Indicate anything that would keep you from meeting the job duties as outlined above.

Employee Signature _____ Date Signed _____