



FOUNDATION

*Promoting Lifelong Fun Adventures for
the Developmentally Disabled Since 1968*

Day Program Driver

JOB TITLE: Day Program Driver
DEPARTMENT: Day Program/Transportation
REPORTS TO: Day Program Manager
FLSA STATUS: Non-Exempt
EEO Classification 09
Safety Sensitive Position

SUMMARY: Civitan Foundation is an organization that serves adults and individuals with developmental disabilities. Civitan looking to grow its fleet of Drivers to provide services to our members. This is a part time role for someone who is looking to make a difference by helping our members get to and from our Day time program safely each day. This role would be flexible to figure out what shifts work best around your schedule as well as you would be called to see if you are available to drive when emergencies arise.

ESSENTIAL ROLES AND RESPONSIBILITIES:

Transportation

- Conduct themselves appropriately and professionally and obey all laws of the Arizona Vehicle code and Civitan's transportation policies
- Assist members to enter and leave vehicle, assist in buckling seat belts as needed, use wheelchair lift as needed, load and unload baggage, wheelchairs, walkers, and other items
- Performs a vehicle sweep to ensure no person is left behind
- Be on call for Emergencies when needed

General Operations

- Strictly adhere to the Civitan confidentiality policy and all state and federal laws such as by not limited to HIPA
- Reports unusual incidents in proper fashion while notifying the appropriate staff within required time frames

Administration Functions

- Maintains, updates, and ensures the confidentiality of member files and records
- All logs and documentation must be appropriately filled out
- Other duties as assigned

DESIRED QUALIFICATIONS AND SKILLS:

- Must be 21 years of age to drive a Civitan vehicle
- High school degree or equivalent level of education
- Experience working with people with intellectual and developmental disabilities
- Must be able to physically able to: operate an agency transport vehicle; manual dexterity to keep documentation records; visually and auditorily monitor members; utilize prevention and support to prevent behavior harmful to members or others; assess and provide behavior management in crisis situations and call for assistance if needed; and able to physically perform First Aid/CPR
- Team player who will collaborate with existing staff
- Current driver's license and valid auto insurance coverage required
- Valid Level One Fingerprint Clearance Card
- Required to pass a criminal/background check in accordance with Arizona Revised Statue 36-594 utilizing information on form DD-258 and fingerprint check
- Required to pass a pre-employment drug screening
- This position will require you to sit/stand for extended periods of time and be able to lift up to 50 lbs
- Current driver's license and valid auto insurance coverage required
- Upon employment provide a current year MVR driving record that will meet satisfactory driving history for the insurance provider, and provide copy of MVR for the last three years

ADDITIONAL INFORMATION:

Compensation commensurate with qualifications and experience. This role will be working with our team to pick up shifts as needed and will be called during emergencies to see if they are available. A strong candidate would possess a passion for success, a commitment to improving the lives of individuals with disabilities.

Interested and qualified candidates must submit a cover letter-highlighting qualifications and relevant experiences in relation to this position. Submit cover letter and resume via email to James Maloney (jmaloney@campcivitan.org), phone (704.807.6527). Visit www.civitanfoundationaz.org to learn more about the Civitan Foundation, Inc.

Signature Page

I have read and understand the job duties and responsibilities for this position. This Form indicates specific job duties that will be used as performance evaluation and improvement guidelines.

Employee Name - Print

Employee Signature

Date

Supervisor's Name - Print

Supervisor's Signature

Date