



Job Title: Wellness Express Driver (Per Diem, Non-Exempt)

Program: Senior Services Program

Job Category: Associate

Provides program, clerical, transportation or janitorial support to Directors or Managers. Duties will be program specific and may include filing, answering phones, recording and inputting data, working with clients/customers, stocking shelves, accepting payments by cash, check or credit card, cleaning.

Hiring Range: \$10.40 - \$15.00/hour

Reports to: Office Manager

Job Summary: Wellness Express Drivers provide transportation to and from medical appointments within a radius of 50 miles for senior citizens and disabled individuals who live in Southern Saratoga County. Drivers will be paid a minimum of 4 hours per day when driving.

Duties and Responsibilities:

- Ongoing community outreach to make agencies and community members aware of the available services.
- Coordination of on-going transportation schedule, including communication with existing and new clients about needed transportation to and from medical appointments.
- Maintenance of complete, up-to-date, confidential case records for each senior served.
- Completion of paperwork within the specified time frame, including program reports required by various funding sources.
- Development and maintenance of a list of community resources available to seniors and caretakers.
- Participation in on-going supervision with Office Manager concerning daily operations of the program.
- Submission of monthly reports of program progress to the Executive Director for approval by the Board of Directors.
- Promptly reporting all vehicle maintenance issues to the Office Manager.

REQUIRED SKILLS:

- Above average verbal communication and customer service skills.
- Positive, “can-do” attitude coupled with strong work ethic.

- Self-starter requiring limited supervision.
- Familiarity with the needs of senior citizens and disable individuals.

QUALIFICATIONS:

- High school diploma or equivalency.
- Must possess a clean and valid NYS Driver’s License and provide evidence of appropriate insurance coverage.
- Must be able to lift and carry 30 pounds.

EMPLOYER DISCLAIMER:

- Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their direct supervisor.
- This job description does not create an employment contract, implied or other than an “at will” employment relationship.

Employee Signature: _____

Date: _____

Direct Supervisor Signature: _____

Date: _____