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| Job Title: | | Life Connections Assistant/Van Driver | | FLSA: | Non-Exempt | |
| Department/Group: | | Community Support | | Reports To: | Therapeutic Rehabilitation Supervisor | |
| Location: | | Maysville | | Travel Required: | Yes | |
| Position Type: | | Full-time | | | | |
| HR Contact: | | Mary Breeze | | Date posted: |  | |
| Will Train Applicant(s): | | Yes | | Posting Expires: | ----- | |
| **Job Description**: Transport individuals with ID/DD and SMI to and from day treatment. | | | | | | |
| Applications Accepted By: | | | | | | |
| Drop off at Comprehend Office  611 Forest Avenue  Maysville KY, 41056 | | | Email:  [mbreeze@comprehendinc.org](mailto:mbreeze@comprehendinc.org) | | | |
| Job Description | | | | | | |
| Role and Responsibilities   * Transport individuals with ID/DD and SMI to and from day treatment. * Daily assistance in the Life Connections Program and as needed in the ID/DD Program. * Completion of billing documentation for both Life Connections and ID/DD * Ensure van upkeep and repairs are made by contacting the Transportation Coordinator. * Maintain clean, neat and legible daily log of total miles traveled, gas used and turn into the Transportation Coordinator. * Assist clients on and off van. * Other duties as may be assigned.   **Qualifications and Education Requirements**   * High School Diploma * At least 21 years of age and capable of maintaining up-to-date vehicle records as required. * Experience working with SMI or ID/DD population preferred.   **Physical Requirements**   * Physical examination required at least every two years including hearing/sight. * Capable of lifting and position clients as necessary. * Capable of assisting clients on and off of the van. * Capable of working 10+ hour days   **Special Requirements**   * Valid driver’s license * Excellent motor vehicle driving record * Ability to drive a 12-15 passenger van. | | | | | | |
| Reviewed By: | Therapeutic Rehabilitation Supervisor | | | Date: | 03/08/2017 | |
| Approved By: | Human Resource | | | Date: | 03/08/2017 | |
| Employee Signature: |  | | | | |
| Last Updated By: | 03/08/2017 | | | | |