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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 Office611 Forest Avenue Maysville KY, 41056 | Email: 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.
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| 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 |