



HARDIN COUNTY REGIONAL HEALTH CENTER

Lifespan Health Center Job Posting

POSITION: Driver

Posting Date: 2/7/24

Department: RCORP Grant

Reports To: RCORP Project Director

Position Hours: 32 hours per week (days and hours may vary)

REQUISITION: 1265

Expiration Date: open until filled

Salary Range: D.O.E.

Status: Non-Exempt

POSITION SUMMARY: Driver must actively demonstrate the organization's mission and core values and must conduct oneself at all times in a manner consistent with these values. Driver is responsible for safely operating a passenger vehicle and providing superior customer service to clients to assigned destinations. Driver will navigate rural roads, residential environments, and high traffic areas.

ESSENTIAL DUTIES/RESPONSIBILITIES:

Driver is responsible for transporting individuals to their intended destination in a safe, timely and efficient manner.

*** The employee is required to hear well, both in person and via telephone and have no hearing impairment that would inhibit the ability to hear emergency equipment and or abnormal noises coming from the transportation vehicle.**

DRIVER RESPONSIBILITIES:

1. Must possess unrestricted and clean driving record. Must be insurable.
2. Perform pre-trip inspection of the vehicle, documenting and reporting any mechanical or safety issues.
3. Operates vehicle in a safe manner in compliance with all local, state and federal laws.
4. Has the ability to work in all weather conditions and the knowledge of safely changing driving habits as weather conditions change.
5. Be professional, courteous and trustworthy while maintaining a sense of pride in their work.
6. Providing assistance to individuals as they enter and exit the vehicle.
7. Possess time management skills to ensure duties are completed in a safe and efficient manner.
8. Understands the functional status and physical needs of patients, staff and visitors.
9. Demonstrates awareness of age specific, cultural and spiritual practices of patients, staff and visitors.
10. Verbal and written communication skills.
11. Attends HCRHC's team, clinic and staff meetings and RCORP collaborative meetings as needed.
12. Responds to email and telephone requests daily.

EDUCATION/EXPERIENCE:

1. High School graduate or equivalent.
2. Must have unrestricted/clean driving record for previous 3 years. Must be insurable.
3. CDL preferred. "For Hire" endorsement is **required**.

4. Greater than 2 years' experience in a passenger transport vehicle.
5. CPR certification required
6. Ability to use general office equipment, including fax machines and tablet.
7. Current, valid driver's license and proof of auto insurance.

TO APPLY:

Internal Applicants: Please complete a transfer form and send to Human Resources.

External Applicants: Please submit a current resume to any Lifespan location.

EQUAL OPPORTUNITY EMPLOYEE

It is the policy of HCRHC not to discriminate against any employee or applicant for employment because he or she is an individual with a disability or a protected veteran, (i.e., disabled veteran, Armed Forces service medal veteran, recently separated veteran, or other veteran who served during a war, or in a campaign or expedition for which a campaign badge has been authorized). It is also the policy of HCRHC to take affirmative action to employ and to advance in employment, all persons regardless of their status as individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements. This policy shall apply to all employment actions, including but not limited to recruitment, hiring, upgrading, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation and selection for training, including apprenticeship, at all levels of employment.