



Job Description

Job Title: Program Assistant/Driver

Date Reviewed: May, 2019

Reports to: Program Director

Requirements:

1. Must be able to consistently arrive at work on time
2. One year experience working with adults in a healthcare setting (professional or volunteer)
3. Must hold valid New Hampshire driver's license, have not had license suspended or revoked for moving traffic violations in the past 5 years and be currently insured for driving an automobile
4. Must provide a recent driver history from the DMV
5. Must have no more than 2 chargeable accidents or 2 moving violations in the past 3 years
6. Must not be on any state or federal sex offender registry
7. Must pass a Criminal Background Check prior to employment
8. Commitment to quality care and the multidisciplinary team approach
9. Must have or be willing to complete CPR/First Aid and Defensive Driving Course upon hire
10. Have a physical exam within 12 months of hire date and an annual TB screening
11. Must be 25 years of age or older (required by insurance)
12. Preference to applicants who are fluent in English as well as Spanish or Portuguese
13. Preference to applicants with current LNA license in the state of New Hampshire

Responsibilities:

The Program Assistant/Driver will drive a 15 passenger van from the facility and pick up patients at their homes. Upon arrival back to the facility, their responsibilities will be to assist with the development and implementation of individual and group activities throughout the day. Serving of meals, daily inspections of vehicles and cleaning of the facility will be performed. At the end of the day, the Program Assistant/Driver will drive patients back to their homes in the company van.

Performance Criteria:

- Arriving to work on time every day is extremely important for this position because patients will expect to be picked up at the same time every morning
- Transporting patients to and from the facility in the safest and most reliable way possible
- Follows direction of nursing staff and Activity Director in assisting clients with activities
- Exhibits professional demeanor in dress and behavior

Working Conditions:

Adult Day Health setting with exposure to clinical equipment, operation of motor vehicles, medication, with regular noise and interruptions. Exposure to infectious illness, bodily fluids and cleaning supplies.

I have reviewed the above job description and understand the job requirements. I have been given the opportunity to ask questions and express concerns prior to accepting the responsibilities outlined above.

Signature: _____

Date: _____