



**Our Business
is Changing Lives**

Activity Lead/Back Up Driver

- Full-Time
- Rate: \$11 USD per hour
- Colorado Springs, CO, United States
- Apply online at www.discovermygoodwill.org/jobs

OBJECTIVE

Will assist with program-related activities at our Voyages Program. These activities include client interaction such as assisting with feeding, daily games/exercises, etc. This position will also serve as a backup to our Van Driver. When performing this task, the incumbent will provide transportation services to our clients.

QUALIFICATIONS

Minimum Qualifications: High School diploma or GED preferred. Experience working with those who may have Dementia, Alzheimer's and/or the elderly is plus; must be willing to be certified in CPR and First Aid. A valid Colorado driver's license without a history of violations with a two-year safe driving record is also required. For insurance purposes, this person is required to be between the ages of 25 and 70. This person must be experienced in driving passenger vans that hold up to 15 people.

It is preferred that the incumbent have excellent communication skills and demonstrate the ability to interact with various types of internal and external customers with the ability to relate effectively to people with aging-related disabilities. The Program Support Assistant I/Driver must maintain a professional attitude, appropriate hygiene, dress and grooming and be punctual and dependable. Incumbent must be able to perform heavy lifting and sitting for prolonged periods.

Occasional overtime may be required and must be able to work some weekends and holidays with flexible shifts.

KEY RESPONSIBILITY AREAS {Essential Functions}

Transportation

The Program Support Assistant I/Driver must exhibit sound judgment when speaking with and assisting the clients. The incumbent will pick up and drop off clients from their home and deliver them to and from the Voyages program in a safe and timely matter. The Driver/Assistant must be able to alter their route according to daily pick up schedule, adjusting for the safest and most efficient course to deliver clients to the Center and back home. The Van Driver/Program Assistant must be able to read and understand maps and use a GPS (Global Positioning System) and follow all rules and regulations driving in the state of Colorado. This position is also responsible to drive clients to and from activities throughout the week.

Van Maintenance and Safety

The Program Support Assistant I/Driver is responsible for the cleanliness of the vehicle's interior and exterior, ensure the vehicle's tank is maintained at least half full at all times, check and add oil and coolant as needed and remove any trash at the conclusion of each day's use. The incumbent must complete all Discover Goodwill of Southern & Western Colorado driver, safety, and first aid trainings deemed necessary by the department. The driver/assistant must be prepared to administer first aid techniques and follow Discover Goodwill protocols for any scenarios that may take place while driving clients.

Tracking and Reporting

The Program Support Assistant I/Driver will conduct, document and maintain all paperwork involved in transporting clients and complete the vehicle inspection sheet of the vehicle prior to operating and report any vehicle deficiencies or mishaps to the Family Services Program Manager immediately. The incumbent will maintain a good working knowledge of vehicle accident reporting.

Relationship Management

The Program Support Assistant I/Driver will communicate effectively with employees, co-workers and staff personnel. The incumbent will also assist with overall programs as needed, assisting with meals, snacks and kitchen assistance. The incumbent will communicate concerns and behaviors of clients to the Family Services Program Manager while maintaining confidentiality. In addition, this position will engage and maintain conversations/interactions/ responses with clients that are encouraging and respectful. The incumbent will also perform all other duties as assigned or directed by Family Services Program Manager.

Qualifications

Education

High School / GED or better.

Experience

Required

Incumbent must be able to perform heavy lifting and sitting for prolonged periods.

This person must be experienced in driving passenger vans that hold up to 15 people.

For insurance purposes, this person is required to be between the ages of 25 and 70.

A valid Colorado driver's license without a history of violations with a two-year safe driving record is also required.

Must be willing to be certified in CPR and First Aid

Preferred

It is preferred that the incumbent have excellent communication skills and demonstrate the ability to interact with various types of internal and external customers with the ability to relate effectively to people with aging-related disabilities.

Experience working with those who may have Dementia, Alzheimer's and/or the elderly is plus

Discover Goodwill of Southern & Western Colorado is an Equal Opportunity Employer dedicated to employing qualified individuals including those with disabilities and/or protected veterans without regards to discrimination. To promote a Safe & Drug-free Workplace, a pre-employment screening may be conducted. Candidates may be disqualified for criminal history regarding drug use or sale, financial fraud, identity theft, abuse, violence, and/or theft.

Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities