

East Valley Adult Resources, Inc. Job Description: Discovery Point Driver/Activity Assistant

Overview: The Discovery Point Driver/Activity Assistant will transport Discovery Point Retirement Community residents to and from scheduled group activities and individual appointments, as well as assist in other activity related tasks as necessary. The position involves significant customer service and teamwork.

Major Duties:

1. Transport Discovery Point residents safely to and from medical appointments, activities and other locations as necessary. Assist residents to safely enter and exit the vehicle. Ensure walkers or other mobility devices are safely stored in the vehicle. Assist in carrying packages for residents.
2. Respond to emergency situations that may arise in transport. Contact the Activity Director as soon as possible if there are any issues or incidents.
3. Foster appropriate and courteous communication and positive relationships with residents, families/visitors, other drivers, and Discovery Point staff. Provide excellent customer service.
4. Maintain accurate schedules, records and reports in keeping with procedures, which may include daily reports of rides, vehicle mileage, etc.
5. Complete a weekly Vehicle Safety Checklist. Indicate any issues or repairs needed and turn in completed checklist to the Activity Director who will inform the Discovery Point Maintenance Supervisor.
6. Ensure the vehicle is fueled and has adequate oil and fluid levels. Maintain regular oil changes and proper tire pressure. Have the vehicle washed and the interior cleaned once a week, and have it detailed once every 3 months.
7. Assist the Activity Director in carrying out day-to-day activities for Discovery Point, including planning and scheduling activities, setting up and taking down tables and chairs for activities. etc. Participate in resident activities as needed and assigned.
8. Ensure that East Valley Adult Resources and Discovery Point policies, standards, and decisions are implemented and maintained in service provision. Follow all state/city traffic and safety rules and regulations.
9. Other duties as needed and appropriately assigned.

Qualifications:

- High school diploma or equivalent.
- Professional experience as a driver of passengers. Experience working with older adults preferred.
- Knowledge of geographical layout of Mesa and surrounding areas.
- Effective organizational skills. Flexibility and the ability to multi-task. Basic computer skills and ability to use Microsoft products (Word, Excel, Publisher).
- Excellent customer service skills. Effective oral communication and interpersonal skills. Ability to encourage teamwork and work cooperatively with others. Ability to work effectively with diverse communities. Multicultural competency.
- Ability to maintain a personable, neat appearance, and follow instructions.

Requirements

- Must possess a valid AZ driver's license.
- Safe driving record and compliance with EVAR's liability insurance provider's driver standards.
- Ability to lift up to 30 lbs occasionally, and/or up to 20 lbs frequently.
- Ability to obtain Level I Fingerprint Clearance Card and compliance to EVAR's background check policies, and includes a passing DOT exam.

Responsible to: Activity Director

Status/ Hours: Up to 32 hours per week, non-exempt position. Primarily weekday hours, with evening and weekend work required at times.

Primary Work Site: Discovery Point Retirement Community.

Equal Opportunity Employer