

JOB POSTING

POSITION: Driver
DIVISION: Youth, Family and Health Services
EMPLOYMENT CLASSIFICATION: Full-time
SOC CODE: 53-3030 (OP)

LOCATION: 76 Clinton Avenue, Newark, NJ 07114
REPORTS TO: School Age Services Unit Manager
FLSA STATUS: Non-exempt
COMPENSATION: *Commensurate with experience and driving record*

BENEFITS: La Casa offers a generous benefits package, including paid holidays, Paid Time Off (PTO) if eligible, Paid Sick Leave (PSL), 401k with employer match upon eligibility, and health, dental and life insurance benefits if you meet the eligibility requirements

POSITION SUMMARY:

- Under the general direction of the School Age Services Unit Manager, the Driver provides transportation services to program participants including children and adults.

RESPONSIBILITIES AND DUTIES:

- Transport students/parents and/or staff to program site, field trips or community events.
- Responsible for being attentive to traffic and weather conditions while staying on schedule and ensuring the safety of passengers.
- Ensures that assigned vehicle is operating properly each day by testing brakes, tires and other components such as having sufficient fuel/fluids at all times
- Maintains assigned vehicle clean
- Maintains accurate logs and records of trips and mileage
- Maintains a safe environment within the bus by enforcing rules of conduct and responds to emergencies as needed
- Delivers inter-office mail daily as needed
- Follows general procedures as outlined in the transportation policy manual
- Maintains professional relationships with clients/participants, ensuring boundaries are upheld.
- Attends professional meetings, educational conferences, and in-service trainings in order to maintain and improve professional competence.
- Responsible for community building and outreach efforts with the goal of increasing awareness in the community of La Casa's program and increase participant numbers.
- Participates in community/public events sponsored by the center/agency.
- Administers and observes the organizations office operations, policies and procedures.
- Volunteerism is encouraged at La Casa's sponsored events.
- Other duties may be assigned to meet business needs.

EDUCATION AND/OR EXPERIENCE:

- Must possess a valid New Jersey Commercial Driver's License (CDL, Class B) and must have a School (S) and Passenger (P) endorsement with two years of relevant experience.

REQUIREMENTS AND PHYSICAL DEMANDS:

- Bilingual (English and Spanish)
- Must have a clean driving record (DMV abstract required)
- Must be able to follow instructions and directions
- Must have experience working with children
- Must complete a fingerprinting criminal background check and Child Abuse Record Information (CARI) Form as required by the State of NJ
- Required to sit for long periods of time*
- Professional casual attire required

** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

SCHEDULE:

- Monday through Friday from 10:00am -6:00 pm or 11:00am-7:00pm (Schedule may vary to meet YFHS/FSC needs)
- Some Saturday and Sundays will be required. Employees will be provided with advanced notice.
- Ability to travel as needed (in-town and out-of-town trainings and conferences)

TO APPLY:

- Please email your resume with cover letter to yfhsrecruiting@lacasanwk.org. Only candidates being considered for an interview will be contacted.

La Casa de Don Pedro is an Equal Opportunity/Affirmative Action Employer and committed to diversity in the work place. All applicants will receive consideration for employment without regard to age, race, color, national origin, ancestry, marital status, affectional or sexual orientation or sex.