

JOB POSTING

JOB TITLE: Driver
DIVISION/OFFICE: Youth, Family and Health Services
EMPLOYMENT TYPE: Full-time
REPORTS TO: School Age Services Unit Manager

LOCATION: 23 Broadway, Newark, New Jersey 07104
FLSA STATUS: Non-exempt
SOC CODE: 53-3030
COMPENSATION: \$15 - \$18 (hourly rate)

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. Under the general Home-delivered meals Program, the Driver delivers meals to program participants at their home.

RESPONSIBILITY AND DUTIES:

- School Age Services Unit:**
 - Drives School bus and/or any agency vehicle to transport students, parents and/or staff from school 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.
 - Maintains a safe environment within the school bus by enforcing rules of conduct and responds to emergencies as needed.
 - Perform inspections of the bus before and after each route.
 - Follows general procedures as outlined in the transportation policy manual.
 - Checks with Unit Manager about any changes with the route on a daily basis.
- Home-delivered Meals Program:**
 - Responsible for accurate delivery of food and supplies as well as the condition of food and supplies.
 - Responsible for loading and unloading assigned food delivery vehicle.
 - Ensures that all food delivery is completed in a timely manner as to meet schedule.
 - Communicates effectively with all staff involved with the meals on wheels program.
 - Follow traffic laws and drive in a safe manner to ensure safety of the driver, others on the road, condition of vehicle and food.
 - Reacts to change productively and handles other tasks as assigned.
- Delivers inter-office mail daily as needed.
- 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 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.
- Administers and observes the organizations office operations, policies and procedures.
- Volunteerism is encouraged during La Casa's sponsored events.
- 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.
- Other duties may be assigned to meet business needs.

EDUCATION, EXPERIENCE AND PHYSICAL DEMANDS:

- High school diploma or GED preferred.
- 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.
- Bilingual (English and Spanish).
- No at-fault traffic accidents in the last 5 years.
- Clean driving record (no traffic citations in last 5 years, 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 New Jersey.
- Must be able to work independently, handle multiple tasks, be a team player.
- Required to sit or stand for long periods of time.*
- Requires the ability to manually move, lift, carry, pull, or push heavy objects or materials.
- While performing the duties of this job, the employee is frequently exposed to a variety of weather conditions.
- 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:

- During the school year:** Monday – Friday, 10:00am -6:00 pm.
- During the summer:** Monday – Friday, 9:00am-5:00pm.
- Schedule may vary accordingly to meet the Youth, Family and Health Services department needs.
- Some Saturdays and Sundays will be required (advanced notice will be provided).

TO APPLY:

- Please email your resume with cover letter to yfhsrecruiting@lacasank.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.

To learn more about our organization, please visit our website: www.lacasank.org

