



JOB DESCRIPTION: SENIOR SERVICES AND TRANSPORTATION DRIVER

Primary Responsibility: The Senior Services and Transportation Driver is responsible for assisting in the daily operation of the Older Americans Act senior programs in Gilpin County, including the Seniors' Nutrition Program, the Meals on Wheels Program, and the Transportation Program. The Senior Services and Transportation Driver is responsible for the delivery of meals to clients at home; transportation of older adults in Gilpin County to the dining center, and for medical/dental, local priority, and grocery shopping trips. The Senior Services and Transportation Driver also is involved in providing transportation for the non-emergent Medicaid transportation program and the Gilpin Connect program.

Supervised by: Senior Services/Transportation Supervisor

Supervises: N/A

FLSA status: Non-Exempt

Main Job Duties:

- Provides appropriate, individual client assistance and client intervention as needed under direction of the Senior Services/Transportation Supervisor.
- Adheres to the schedule for transportation services as established by the Senior Services/Transportation Supervisor.
- Picks up clients at their homes, transports them for program activities, and returns them home safely. This includes assisting clients in and out of vehicles, loading wheelchairs and carrying groceries.
- Maintains routine vehicle safety/maintenance procedures, established by the Program Coordinator, which will sustain the vehicle in optimum operating condition.
- Will maintain records of the Dining Center, Transportation, non-emergent Medicaid transportation and Meals on Wheels services as directed by Senior Services/Transportation Supervisor.
- Maintains vehicles in a clean and orderly condition.
- Assists in maintaining the senior meal site in a clean and orderly condition.
- Adheres to all Colorado Department of Public Health and Environment guidelines, and all federal, state, regional, county and agency program policies and procedures.
- Serves as a liaison between clients and the Senior Services/Transportation Supervisor.

- Participates at interdisciplinary meetings to formulate/coordinate the Senior Program and case management. May also work with Public Health, Sheriff's Office, Gilpin Ambulance Authority and other agencies as directed by the Senior Services/Transportation Supervisor to insure the highest and best level of service is provided for individual clients.
- The Senior Services and Transportation Driver is responsible for provision of services to participants at the Dining Center and in the community.

Additional Job Duties:

- Performs other appropriate duties as assigned and any duties needed to stabilize an emergency situation.

Qualifications:

- Must be reliable and have the flexibility to adapt to scheduling and job duty reassignments.
- Ability to accurately and effectively transmit and receive information that is necessary to the accomplishment of goals and objectives, including effective written and oral communications in English; and the ability to listen.
- Must be able to maintain courteous and effective working relationships with the public, governmental agencies, and other County departments.
- Must pass background check, including traffic and criminal history.

Certifications:

- Must have a valid Colorado Driver's License without any restriction due to driving record. Must also be able to drive a county vehicle.

Mental/Physical Requirements:

- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- While performing the duties of this Job, the employee is frequently exposed to moving mechanical parts and outside weather conditions. The employee is occasionally exposed to fumes or airborne particles and vibration. The noise level in the work environment is usually moderate.

Experience:

- Community contact with a senior citizen population.

I, _____ have read the above job description for the **Gilpin County Senior Services and Transportation Driver**. To the best of my knowledge I am able to perform all duties of the job as described.

Employee

Date

Supervisor

Date