

UNION SETTLEMENT

EMPLOYMENT OPPORTUNITY

Union Settlement Association, established in 1895, is one of the largest social service agencies in East Harlem. The agency provides childcare, after-school programs, youth development, college preparation, adult education (including ESL and GED), programs for the elderly, mental health services, and more. Union Settlement has approximately 400 dedicated employees who work from 18 different sites to serve over 13,000 local residents each year. In addition, two related entities – Union Settlement Home Care Services and Union Settlement Federal Credit Union – offer complementary programs and services to the community. For additional information about Union Settlement, please visit our website at www.unionsettlement.org.

Position: Transportation Driver
Department: Senior Services
Reports to: Transportation Coordinator
Hours: Part-time

Position Summary:

The Transportation Driver will primarily be responsible providing safe, reliable, and courteous transportation to clients in East Harlem and surrounding areas.

Responsibilities:

- Operate and maintain an assigned passenger vehicle and provide transportation to clients on a daily basis. Ensure clients are following proper safety procedures (wearing a seatbelt, no smoking, etc.).
- Assist each client in and out of the vehicle, with special attention to handicapped clients; operate wheel chair lift as necessary.
- Follow daily schedule for trips and events, as provided.
- Perform daily pre-trip and post-trip inspection of assigned vehicle. Inform supervisor of daily activity and/or vehicle issues at the end of each scheduled work shift.
- Perform general maintenance on vehicle (cleaning interior and exterior, fueling), and take vehicle for scheduled maintenance and inspections.
- Follow agency protocol and procedure for client sign-in and contributions.
- Complete Daily Trip Report paperwork.
- Prepare accident and incident reports, as necessary.
- Become familiar with and follow all Transportation Program guidelines, policies and procedures including but not limited to: Guidelines for Program Eligibility, Emergency Plan, Safety, Emergency/Accident and Disaster Response Procedures, Grievance Complaint Procedure, Individual and Group Trip Guidelines.
- Assist with other program duties as assigned by the Transportation Coordinator, the Deputy Director of Senior Services, or the Director of Senior Services.

Qualifications:

- High school diploma or GED.
- Valid license to operate a vehicle in New York State.
- At minimum three years experience operating a vehicle.
- No convictions for driving while intoxicated in the prior 2 years.
- No more than one moving violation within the prior 2 years.
- Strong English speaking and writing proficiency; Bilingual (English/Spanish) a plus.
- Physical ability to assist clients in and out of vehicles.
- Good organizational ability, time management, and interpersonal skills (ability to connect with clients and work with a team).
- Knowledge of and desire to work with aging populations.

To Apply:

Please send Cover Letter, Resume, Salary Requirements, and References to:

jobs@unionsettlement.org

Please indicate Transportation Driver in subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER