



EMPLOYMENT OPPORTUNITY

Union Settlement Association is an on-the-ground resource for East Harlem residents of all ages, and a passionate advocate for the needs of underserved communities. Since opening our doors in 1895, we have brought education, wellness and community-building programs to our neighborhood, empowering New Yorkers with opportunities to better their lives. More than 350 staff work in our organization, and our services impact 10,000 people every year. By helping our neighbors realize their goals, we build the vitality and success of East Harlem. For more information about Union Settlement, please visit our website at www.unionsettlement.org.

Position: Transportation Driver (As Needed)
Department: Senior Services
Reports to: Transportation/Meals on Wheels Coordinator
Hours: As Needed
FLSA: Non-Exempt

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, mileage logs, and other reports and paperwork, as requested.
- Report accidents and incidents to supervisor.
- 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/MOW 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 (3) years' experience operating a vehicle.
- No convictions for driving while intoxicated in the prior two (2) years.
- No more than one moving violation within the prior two (2) years.
- Excellent interpersonal skills (ability to connect with clients and work with a team).
- Excellent organizational, verbal, and written skills.
- Bilingual (English/Spanish) a plus.
- Physical ability to assist clients in and out of vehicles.
- Good organizational ability and time management skills.
- Knowledge of and desire to work with aging populations.

To Apply:

Please send Cover Letter, Resume and 3 Professional References to:

seniorservicescareers@unionsettlement.org. Please indicate Transportation Driver (As Needed) in the subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER