



Generations at Chopmist Hill Inn

Scituate Department of Senior Services

March- 2019

Per-diem Driver

Typical hours: 9am-3pm Maximum hours/week 19hrs. This makes for the candidate to be a Non-Benefit eligible candidate.

Beginning Wages: \$14.52/hr.

Job Summary: This is a per-diem position working within the Senior Services department within the town of Scituate. This position will fill the role titled driver. (detailed duties description below)

Commitment: To support the mission of Generations at Chopmist Hill Inn, Senior Services of Scituate with compassion for the population we serve with a degree of physical, emotional and social concern for both the elder's and their families.

Duties: The driver position reports to the Scituate Senior Services director. The employee must demonstrate time management skills with regard to following a route for morning pick up as well as afternoon drop off. Communication is key among all employees. Field Trips are scheduled in advance and to be followed with precise time management skills. While not driving, throughout the day time hours, in between transport, this employee will be asked to assist within the building with the needs of the seniors relating to kitchen, dining room, activities and more.

Employment Qualifications and Skills:

- Exceptional Communication skills
- Understanding and experience working with the elderly population
- Ability to maintain and follow a schedule throughout each shift
- Time management skills
- Perform safe driving

Physical Demands: Typical activities found in an office/senior center. Ability to sit and stand longer than 30 minutes at a time. Tasks to be performed with or without reasonable accommodations.

Licenses and Certifications: To hold a valid state driver's license. Ability to receive CPR certification within the first 3 months on the job. CDL is preferred.

In Addition: A pre-employment drug test and BCI is mandatory.

This description intends to identify the major duties and requirements and should not be interpreted as all-inclusive. Incumbents may be requested to perform job-related duties other than those outlined above and may be required to have specific job-related knowledge for a successful job performance. Flexibility in scheduling is a requirement.