

## Berks Counseling Center – Job Description

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<b>Position Title:</b>	<b>VAN DRIVER</b>	<b>Classification:</b>	<b>N8</b>
<b>Department:</b>	<b>CLINICAL</b>	<b>FLSA Status:</b>	<b>NON-EXEMPT</b>
<b>Accountability:</b>	<b>CLINICAL DIRECTOR</b>	<b>Status:</b>	<b>PART-TIME</b>
<b>Primary Location:</b>	<b>BCC</b>	<b>Creation/Revision Date:</b>	<b>MARCH 2020</b>

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### General Summary

The Van Driver provides transportation of agency patients to and from their home and community appointments. Driver will assist patients with entering and exiting vehicle and offering support with packages or child supplies as necessary. This position is a temporary position with the potential to become a permanent position.

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### Minimum Qualifications

Must have a valid PA driver's license and a clear motor vehicle record. Must be at least 18 years of age. First aid and CPR training would be preferred but is not required. Bilingual Spanish speaking is preferred but is not required. Must be able to communicate with others easily, be able to lift and carry at least 35 pounds, and have mobility to easily enter and exit a motor vehicle. Must be comfortable with city driving and community knowledge is a plus. Must complete a drug screening, Act 34 Criminal History Record, Act 151 Child Abuse History Clearance, and Act 114 Federal Criminal History Record prior to hire.

To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made.

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### Knowledge, Skills, and Abilities

- Knowledge of community resource locations for patient transport.
  - Knowledge of BCC services, policies and procedures.
  - Skill of communication with patient and staff to provide specific transport and patient assistance.
  - Skill of time management in managing one's own time and establishing priorities in relation to the tasks at hand.
  - Skill of social perceptiveness by being sensitive of other's reactions and understanding why they react as they do.
  - Ability to be organized and prioritize based on daily requirements.
  - Ability to communicate information effectively so others understand.
  - Ability to work as a team player by having the ability to share responsibility for problems, support decisions, and work well with others.
  - Ability to operate a motor vehicle efficiently in city or rural environments as well as utilize GPS assistance for location navigation.
  - Ability to work collaboratively with treatment team to address transportation as a barrier to care.
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### Essential Job Functions

1. Provide transport for patients to and from their home and agency or other community agency appointments.
2. Communicate with patients to confirm appointment times and locations.
3. Provide assistance to patients as they enter and exit motor vehicle.
4. Ability to offer support with carrying packages or child supplies for patients as they exit and enter motor vehicle.
5. Maintain the cleanliness of motor vehicle by throwing out trash and wiping down seats frequently.
6. Be able to drive in city locations, highway driving, or rural area travel.

7. Must be able to easily enter and exit a motor vehicle as well as lift and carry 35 pounds.
8. Maintain driving mileage records for agency documentation.
9. Maintain a high level of customer service and professionalism both in dealing with the public and within the organization.
10. Perform all other related duties and responsibilities as assigned.

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**Physical Requirements**

- SEEING: Must be able to see well enough to drive the day or night.
- HEARING: Must be able to communicate with clients and staff.
- MOBILITY: Must have mobility to move about the agency. Must have mobility to move about the community. Must be able to enter and exit a motor vehicle.
- LIFTING/PULLING/PUSHING: Must be able to lift and carry up to 35 pounds.
- OTHER: Must be able to write and use technology.

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**Note:** The statements herein are intended to describe the general nature and level of work being performed, but are not to be seen as a complete list of responsibilities, duties, and skills required of personnel so classified. Also, they do not establish a contract for employment and are subject to change at the discretion of Berks Counseling Center. Berks Counseling Center is an equal opportunity employer.

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**VAN DRIVER – Signature / Date**

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**CLINICAL DIRECTOR – Signature / Date**

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**PRINTED NAME**

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**PRINTED NAME**