KETCHIKAN INDIAN COMMUNITY

MEALS & WHEELS DRIVER  KIC JOB DESCRIPTION

Position: Meals and Wheels Driver
Department: Social & Behavioral Health Services
Elder Services
Reports to: Social & Beh. Health Elder Services Manager
Status: □ Exempt  □ Non-exempt
Full-Time Permanent

Reviewed by: Elder Services  March 2012
Approved by: HR Director  March 2012
General Manager  March 2012

Indian Preference: In accordance with the Indian Preference Act of 1934, application for the position must include verification of Indian blood.

Purpose
Ketchikan Indian Community (KIC) job descriptions are a management tool to help organize duties and provide employees with the employer's expectations with regard to a specific job classification. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is a reasonable assignment for the position. This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

Job Summary
The driver is responsible for driving a bus or para-transit van to transport participants for trips to maintain an independent lifestyle and for recreational purposes.

This position is classified as Non-Exempt for the purposes of the Fair Labor Standards Act, and as having a reasonably foreseeable occupational exposure to blood borne pathogens. As Safety Sensitive, the employee is subject to pre-employment, reasonable suspicion, post-accident (incident), random, promotion and transfer, return-to-duty and follow-up drug and alcohol testing.

ESSENTIAL JOB FUNCTIONS
1. Provide transportation to seniors and persons with disabilities
2. Maintain operation, safety, and cleanliness of assigned vehicle
3. Maintain transportation records
4. Proficiently use techniques designed to facilitate passenger safety
5. Link clients with services available
6. Provide assistance to wheelchair passengers
7. Deliver meals to homebound seniors
8. Provide personalized door-to-door service and access services
9. Perform other related duties as assigned by Site Manager, including, but not limited to, removing debris, snow and ice on entry ramps, steps or entry ways of senior center

JOB DUTIES
1. Provide transportation to seniors and persons with disabilities
   - Provide transportation according to ADA requirements and Older Americans Act
   - Assist passengers into and out of vehicles
   - Ensure that passengers fasten seat belts and that wheelchairs are locked in place
   - Encourage participants to make voluntary donations to the transportation program
   - Provide door to door client assistance
MEALS & WHEELS DRIVER

JOB DUTIES (CONTINUED)

2. Maintain operation, safety, and cleanliness of assigned vehicle
   - Check condition (lights, tires, oil, etc.) of vehicle prior to the beginning of the shift
   - Report immediately any mechanical defects or repairs needed to the supervisor
   - Perform routine maintenance as outlined in weekly and monthly vehicle checklist
   - Follow instructions of supervisor related to shop maintenance and repair
   - Perform routine cleaning of vehicle, inside and out, at least weekly or as needed

3. Maintain transportation records
   - Record rides and mileage daily
   - Submit driver's logs and contributions daily to dispatcher or site manager
   - Report all accidents immediately to supervisor and complete accident report
   - Report clients' infractions of the rules to supervisor

4. Proficiently use techniques designed to facilitate passenger safety
   - Attend CPR training
   - Receive defensive driving training
   - Participate in special trainings as designated by the supervisor
   - Train new drivers on routes, standard practices, emergency procedures, and safety

5. Link clients with services available
   - Report clients' needs or concerns to the site manager or supervisor
   - Relay any suspected problems or abuse to the site manager or supervisor
   - Provide passengers with information regarding services available through SESS

6. Provide assistance to wheelchair passengers
   - Assist wheelchair passengers up and down curbs and single steps
   - Assist wheelchair passengers through doorways and over thresholds
   - Assist wheelchair passengers at non-accessible establishments
   - Operate wheelchair lift in vehicles
   - Use driver discretion and knowledge of safe P.A.T. practices regarding operation of client wheelchair in boarding and exiting the van.
   - Provide other assistance as needed

7. Deliver meals to homebound seniors
   - Assist in packing meals for homebound delivery
   - Assist with temperature checks
   - Deliver meals to homebound seniors and their spouses
   - Check on homebound seniors to assess their needs and relay any suspected problems to site manager
   - Report client needs to site manager

8. Provide personalized door-to-door service and access services
   - Assist with difficult behavior in clients brought about by Alzheimer's disease and related disorders.
   - With understanding and compassion, assist clients experiencing difficult emotional behavior or personal insecurities.
   - Accompany a client to a medical appointment or to an agency or shopping (escort/assist)
   - Provide shopping assistance and errands (picking up prescriptions, mail, etc.)
   - Provide homebound client assistance with opening up home-delivered meal or with lunch set (homemaker assist)

9. Perform other related duties as assigned by Site Manager or Supervisor, including, but not limited to, removing debris, snow and ice on entry ramps, steps or entry ways of senior center.
**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of basic vehicle maintenance; State of Alaska driving laws.
- Skilled in minor vehicle repair; safe driving.
- Ability to apply 60 pounds of leverage pressure; to enter and exit the van multiple times per hour including twisting, bending, sitting, kneeling and standing; speak, read, write, and understand the English language; maintain alertness; follow verbal or written instructions; maintain client confidentiality; drive safely for extended periods of time without a break; be courteous; be sensitive to seniors and persons with disabilities; maintain composure under stress; ability to prioritize workload and manage time effectively; work independently as well as cooperatively with other staff; work cooperatively with family members and community service agencies.

**PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS**

The following identifies the physical demands and potential hazards typically encountered by this position. The information is necessary in part to ensure compliance with the Americans with Disabilities Act and the OSHA Blood borne Pathogens Standards. These can reasonably be anticipated in the normal and customary performance of the essential functions of your work.

**NA:** Not applicable, not required of this position.

**NE:** Requirement is present, but is not essential to the position.

**O:** Occasional, up to 33 percent of the time and essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim.)

**F:** Frequent, 34-66 percent of the time.

**C:** Continuous, over 66 percent of the time.

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<tr>
<th>Physical Activity</th>
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<th>NE</th>
<th>O</th>
<th>F</th>
<th>C</th>
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<td>Sitting</td>
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<td>Walking</td>
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<td>Standing</td>
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<td>Running</td>
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<td>Bending or twisting</td>
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<td>Squatting or kneeling</td>
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<td>Reaching above shoulder level</td>
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<td>Climbing (e.g. ladders)</td>
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<td>Driving cars, light duty trucks</td>
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<td>Driving heavy duty vehicles</td>
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<td>Using foot controls</td>
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<td>Repetitive motion of hands/fingers</td>
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<td>Grasping with hand, gripping</td>
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<td>Lifting/carrying 10-25 pounds</td>
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<td>Lifting/carrying 26-50 pounds</td>
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<td>Lifting/carrying more than 50 pounds</td>
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<td>Pushing/Pulling</td>
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<td>Work in/exposure to inclement weather</td>
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<td>Work in/exposure to cold water</td>
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Exposure to dust, chemicals or fumes | X
Work/live in remote field sites | X
Use of hazardous equipment (e.g. guns, chainsaws, explosives) | X
Swimming, scuba diving | X
Work at heights (e.g. towers, poles) | X
Exposure to infection, germs or contagious diseases | X
Exposure to blood, body fluid, or potentially contaminated materials | X
Exposure to needles or sharp implements | X
Use of hot equipment (e.g., ovens) | X
Exposure to electrical current | X
Seeing objects at a distance | X
Seeing objects peripherally | X
Seeing close work (e.g., typed print) | X
Distinguishing colors | X
Hearing conversations or sounds | X
Hearing via radio or telephone | X
communicating through speech | X
Communicating by writing/reading | X
Distinguishing odors by smell | X
Distinguishing tastes | X
Exposure to wild/dangerous animals | X
Exposure to insect bites or stings | X
Work/travel in boat/small aircraft | X
Exposure to aggressive/angry people | X
Restraining/grappling with people | X
Other:
Other:

Items checked above must be consistent with tasks listed.

Are there any other physical or mental requirements of this position that have not been addressed above?

Ability to think on your feet and adapt to constantly changing surroundings; i.e., road/ weather conditions, people, and assistive equipment.

QUALIFICATIONS & EXPERIENCE
High school diploma or GED equivalent required.

Experience working with the Alaska Native/American Indian communities and working in the human service field with senior citizens and or person with disabilities is preferred. Must possess a good driving record for the past 18 months. Must have mechanical skills necessary to check the vehicles to ensure they are in a safe operating condition. The ability to diagnose mechanical problems and check repair work would be a preferred asset in this position.

CERTIFICATION/LICENSE REQUIRED
Required to possess a valid Alaska Driver’s license and ability to be insured by Ketchikan Indian Community insurance provider. Must possess a current Medical Certificate as having passed a TDOT physical from a TDOT qualified physician. First aid and CPR certification required or able to be certified within 90 days after date of hire.
SPECIAL REQUIREMENTS
Minimum 21 years of age; Be free of, and have had the last two years prior to employment free of, any chemical dependency; Completion of a pre-placement drug screening. Satisfy all statutory and regulatory requirements to work with vulnerable populations. Without limiting this, the applicant/incumbent must pass the various security checks required by KIC including fingerprinting.

Signature below acknowledges that I have received a copy of my job description and my supervisor has discussed it with me.

_________________________________  _______________________
Empolyee Signature        Date

_________________________________  _______________________
Supervisor/HR Signature            Date