

# Job Announcement



**Position Title:** Driver

**Department:** Clinic

**Supervises:** None

**FLSA:** Non-Exempt

**Salary Grade:** 2

**Reports To:** CFO/Facilities Manager

**Effective Date:** 03/19

**Written by:** Human Resources Department

**Approved by:** CEO

**Mission Statement:** It is our mission to improve the quality of life for the diverse communities of South Los Angeles and Southeast Los Angeles County by providing affordable and comprehensive health care and education in a welcoming and multi-cultural environment. We aim to lead the way in health care in South Los Angeles, as the premier provider and employer of choice offering comprehensive, high quality, affordable, efficient and culturally responsive services.

## **General Summary:**

*Under the supervision of the Facilities Manager, the Driver will be responsible for transferring patients from between our clinics and to their home location throughout the day. Driver will work with the transportation team and Facilities Manager to ensure timely patient commute and full compliance with patient transportation policies and procedures.*

## **Essential Duties:** (\*Essential Functions)

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- Responsible to transport patients between clinics and patient's home location to designated routes
- Drive/handle organization vehicle with the highest level of attention
- Valid/Clean/Accident -free driving record.
- Possess positive customer service skills
- Have first rate etiquette and professionalism qualities
- Compliance with company rules, policies and standard operating procedures.
- Accurately complete reports and forms related to transport operations.
- Utilize etiquette and professionalism during all customer interactions.
- Driver is responsible ensuring all vehicles are properly maintained and in compliance with safety standards.
- Ability, willingness and sensitive to work with a diverse population
- Sound judgement and good assessment skills
- Ability to read, write and communicate in English/Spanish
- Ability and willingness to work tactfully under pressure: cope under stress
- Excellent interpersonal and organization skills
- Other duties as assigned

## Education and Knowledge

- Current California Class B Driver's License
- Driving record acceptable to the Agency's insurance carrier. (H6 DMV printout for verification will be required prior to interview scheduling)

## Experience

- High School Diploma or equivalent required
- 2 years' experience as Driver

Skills and Abilities

- Ability to work in an office environment and in and outside variety of clinic buildings
- Good customer services
- Able to learn on the job

**TO APPLY, PLEASE VISIT:**

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