

Westminster Village
October 30, 2018

POSITION: Van Driver

DEPARTMENT: Life Enrichment

REPORTS TO: Director of Life Enrichment

UNION DESIGNATION: Eligible

STATUS: Part time need availability in evenings and weekends.

SUMMARY OF DUTIES:

This position for Life Enrichment drives residents for activities in Independent and Assisted Living under the basic guidance of the Life Enrichment Director. This position for Marketing drives residents Independent Living Residents, Assisted Living Residents, Willows Residents and Martin Health Center Residents for events and appointments under the basic guidance of the Director of Life Enrichment.

QUALIFICATIONS:

- High school diploma, GED or equivalent experience required.
- Good driving record and a valid driver's license, must obtain a J05 driving license upon hire.

SKILLS, KNOWLEDGE AND ABILITIES

- Good driving record
- Ability to manually and electronically operate van lift(s)
- Ability to work and interact with older adults, ability to work well with others
- Ability to organize and express thoughts in spoken English words to others, so they will understand.
- Ability to problem-solve with a variety of variables and accurately interpret instructions.
- This position has well developed policies, procedures and work routines, but does require the ability to adjust to interruptions in work routine and reorganize work load.
- Demonstrates patience, understanding, and tact in interactions with residents, families and staff.
- Must be able to cope with changes in policies, work flow and work environment.
- Have general knowledge of Bloomington/Normal streets and destinations.
- Ability to navigate to desired destination.

Selection Process:

Please submit application to be considered for this position