

**SCHOOL SISTERS OF NOTRE DAME
CENTRAL PACIFIC PROVINCE
Job Title: Community Driver**

Date: 1/12/23

Location: The Sarah Community, Bridgeton, MO

Department: The Sarah Community

General Summary:

The Community Driver ministers to the Sisters of the Sarah Community (TSC), Bridgeton, MO. The Community Driver will be responsible for transporting the Sisters to various destinations in a safe and efficient manner and companionship Sisters to their appointments.

Essential Duties and Responsibilities:

- Coordinate appointment book with Transportation Coordinator
- Companion a Sister to medical appointments
- Collects necessary paperwork, ID and insurance cards needed for Sister appointments
- Accompanies Sisters into doctor's office
- Assists Sister in and out of the vehicle when needed
- Upon return, report back to charge nurse and return paperwork and cards to SSND office
- Fill out "Doctor Visit Form" found in office
- Ensures vehicles are properly maintained
- Informs Community Leaders of vehicle maintenance needs
- Keeps gas tank full, cleaning the vehicle, van, watching for oil changes schedule
- Drive sisters to various places other than medical appointments
- Ability to learn and drive a side loading van
- Perform other tasks as assigned

Basic Qualifications:

- Minimum of a high school diploma
- Valid Driver's license
- Must meet the insurance requirements for driving an SSND vehicle
- Interest in working with senior adults
- Communication and listening skills
- Organizational skills
- Flexibility and patience
- Energy to engage in multiple relationships
- Shows initiative
- Ability to lift 50 pounds
- Capable of understanding directions and the ability to read and use maps accurately
- Able to communicate by using an SSND cell phone

Working Conditions

- Ability to drive for long and short periods of time
- Ability to stand and sit for periods of time
- Ability to walk distances, push, stoop, reach, and lift walkers and wheelchairs in and out of vehicle

Job Type: Part-time, 20 Hours Per Week

Benefit Eligible: 403(b) Retirement Benefits, Paid-time-off Benefits and Holiday Pay

If you are interested in this position, please complete an application.

If you have any questions, contact:

Lindsey Scales, Human Resources

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