



## **Job Description**

**Position Title:** Driver/Companion

**Department:** Administration

**Location:** St. Anthony's Gardens, Covington, LA

**Accountable to:** Community Coordinator

**FLSA:** Non-Exempt

**Job Type:** Part- time (20 hours per week)

### **General Summary:**

The Driver/Companion ministers to the Sisters of St. Anthony's Gardens, Covington, LA. The Driver/Companion is responsible for transporting the Sisters to various destinations in a safe and efficient manner and companionship Sisters to their appointments. Other responsibilities include cleaning and maintenance of the cars.

### **Essential Duties and Responsibilities:**

- Perform duties in a matter that is consistent with the mission, values, and policies of the School Sisters of Notre Dame.
- Transport Sisters to necessary appointments and destinations
  - Assist Sisters in and out of the vehicle when needed
  - Ensure all passengers are properly secured prior to putting the vehicle in motion
- Companion Sisters to medical appointments
  - Collect necessary paperwork needed for appointment
  - Accompany Sisters into doctor's offices
  - Upon return turn in paperwork to a designated location depending on level of care.
- Ensure vehicles are properly maintained
  - Assist with vehicle maintenance needs
  - Keep the gas tank full, vehicles clean, watch for scheduled oil changes, tab replacement, tire replacement and alignment
- Collaborate with the Community Coordinator at St. Anthony's Gardens.

### **Knowledge, Skills and Abilities**

- Valid driver's license and safe driving record
- Ability to lift 25lbs
- Interest in working with senior adults
- Experience in collaborating with diverse groups of people
- Communication and listening skills.
- Organizational skills.
- Flexibility and patience.
- Capable of understanding directions and the ability to read and use maps accurately



**School Sisters  
of Notre Dame**  
*Central Pacific Province*

**Working Conditions**

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

**Equipment**

- Normal office equipment
- Cell phone
- Vehicles

Job Type: Part-time, 24 hours per week

Benefit Eligible: 403b retirement benefits, paid-time-off and paid holidays

If you have any question contact:

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