

# RICHLAND COUNTY POSITION DESCRIPTION

**Position Title:** Temporary/Casual Driver/Escort Driver      **Department:** Health and Human Services

**Reports to:** Aging & Disability Resource Center Manager      **Pay Grade:** 7 & A

**Date:** January 1, 2018      **Hours Per Week:** Determined by Management  
(Not to Exceed 17 hours per week)

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## PURPOSE OF POSITION

The purpose of this position is to provide transportation services for the Aging and Disability Resource Center of Eagle Country.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.**

- Picks up clients at home, transports them to medical appointments, and returns them home when appointments are completed.
- Assists (opens doors, steadies) clients with getting to and from and in and out of the van as needed. (Does NOT physically lift or transfer clients).
- Keeps mileage and passenger logs.
- Maintains client confidentiality.

## MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- High School diploma or any combination of education and experience that provides equivalent knowledge, skills and abilities.
- Current WI driver's license and unlimited access to reliable transportation. Ability to operate a minivan.

## PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

### **Language Ability and Interpersonal Communication**

- Ability to follow a prescribed plan requiring the exercise of some judgment. Ability to compare, count, differentiate, measure, and sort information. Ability to assemble copy, record, and translate data and information.
- Ability to utilize descriptive data and information, such as regulations, correspondence, and general operating manuals.

### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and fractions.

**Judgment and Situational Reasoning**

- Ability to work independently.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to use independent judgement frequently in routine situations.
- Ability to use functional reasoning in the performance of semi-routine functions involving standardized work with some choice of action.
- Ability to understand and report unusual circumstances to supervisor.

**Physical Requirements**

- Ability to coordinate eyes, hands, feet, and limbs in performing coordinated movements.
- Ability to exert moderate effort in work, including stooping, kneeling and crouching. Ability to handle, finger and feel.
- Ability to recognize and identify degrees of similarities and differences between characteristics of colors, forms, sounds, odors, textures etc. associated with objects, materials and ingredients.
- Ability to physically respond to a variety of settings to provide services including private residences, hospitals, and clinics.
- Ability to assist frail/elderly consumers in and out of vehicles.
- Ability to operate a motor vehicle including a minivan.

**Environmental Adaptability**

- Ability, in regard to environmental factors such as temperature variations, noise, and/or dust, to work under moderately safe and comfortable conditions.
- Ability to visit environments with a low risk for disease or physical harm.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date