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Town of Avon Massachusetts

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AVON COUNCIL ON AGING HELP WANTED PART TIME VAN DRIVER

TOWN OF AVON
2016 JAN - 5 PM 4: 04
TOWN CLERK

Summary of Position

The Avon Council on Aging seeks a part-time, non-benefitted, non-union driver to transport elderly passengers to various destinations within the Town of Avon and surrounding communities. The successful applicant will enjoy interacting with elderly citizens, and assisting them in transport to medical appointments, the Senior Center, shopping and other personal errands.

Duties include:

- Safely and punctually transporting elderly clients in a wheelchair van with an automatic transmission;
- Following a routing schedule and navigating roadways safely and effectively;
- Interacting with elderly residents with courtesy, sensitivity and respect;
- Making appropriate safety checks and inspections of the van and equipment and reporting any maintenance issues to the Director;
- Occasional lifting/pushing/moving associated with wheelchair-bound passengers;
- Reporting any accidents or incidents to the Director.

Minimum Qualifications:

- A valid Massachusetts Driver's License and evidence of a safe and satisfactory driving record, as generated by the Massachusetts Registry of Motor Vehicles;
- Patience and an interest in elderly people;
- Knowledge of local streets and/or roads and community facilities;
- Successful completion of CPR training, passenger safety training, and wheelchair lift training within 30 days of hire;
- Submission to the Town of Avon's Alcohol and Drug Testing Program.

Hours:

This position requires flexible hours of not more than 19.5 per week; typically Monday, Tuesday and rotating Wednesdays. The driver will report directly to the Council on Aging Director.

The Town of Avon is an Affirmative Action, Equal Opportunity Employer.

Interested Applicants should contact: Town of Avon, Attn: Shanna Faro, Human Resources Coordinator, 65 East Main Street, Avon, MA 02322 or e-mail sfaro@avon-ma.gov.