



LakeCounty

Council on Aging

PLEASE SUBMIT APPLICATION MATERIALS TO
528 Main Street SW
Ronan, MT 59864
Or
homeservices@lakecountycoa.org

Call Bev at (406) 676-2367 ext. 3 with questions

MINI VAN DRIVER FOR LAKE COUNTY COUNCIL ON AGING

Security and Independence mean a lot to the elderly, but due to failing health or lack of financial resources, senior citizens are often unable to secure those basic needs (American Psychological Association, 2016). The Lake County Council on Aging is a non-profit organization dedicated to serving the needs of our aging population throughout Lake County by providing them support to continue living independent, meaningful, and dignified lives in their homes and communities. We offer transportation, homemaking, and respite services, information and assistance, and much more.

We are seeking a part-time to full-time driver, starting at \$15.00/hour, to provide transportation from the Ronan area, within Lake County, MT. Our drivers are one of our biggest representatives of Lake County COA by providing assistance and delivery of clients for scheduled rides and appointments. The driver will be asked to assist with proactive maintenance and operating a wheelchair lift. They may be occasionally asked to assist with other related duties as assigned.

At minimum, all qualified applicants must have:

Education/ Experience/ Training:

- High School Diploma, HSE or GED required
- Knowledge of the Lake County, Montana area
- Valid Montana Driver's License with clean driving record
- Current proof of insurance

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Ability to navigate according to street addresses and directions
- Ability to drive multi-passenger minivans in all types of weather and road conditions, in a proper and safe manner
- Understanding and ability to follow good driving practices and laws

- Ability to perform and fill out a pre-trip inspection on the trip slip
- Knowledge of vehicle preventative maintenance and ability to follow protocols for ensuring efficient operating vehicles
- Collection of fares, and reporting fares according to department policy
- Must follow Lake County COA driving procedures, and accident procedures when necessary
- Advise department managers of complaints and assists in preparing responses to said complaints
- Complete proper forms in detail when required (e.g. complaints or accidents)
- Communicate and interact with clients, the public, and other employees/volunteers in a professional, respectful and courteous manner.
- Ability to follow instructions from supervisor and report concerns or issues to supervisors
- Ascertain changes in clients' behavior and report to supervisor
- Follow and maintain timely schedule, usually within time constraints
- Observe work hours and demonstrate punctuality
- Maintain strict confidentiality

The successful applicant will serve a 6-month probationary period and a criminal background check* will be conducted. Applicants will be subject to a pre-hire drug/alcohol test*. Once employed drivers will be subject to computer-generated random selections for drug and/or alcohol testing* via a third party testing facility.

*Undesirable results may disqualify any applicants from employment eligibility.

Please submit application material via email, mail, or drop off to the email, or address listed above, on or before **May 31, 2023**.