

Garrett County Lighthouse, Inc.

P.O. Box 116 • Oakland, MD 21550
Phone (301) 334-9126 Fax (301) 334-8894

Driver – Non-Emergency Medical Transportation (NEMT)

Classification: Hourly Position

Reports to: Director of Residential Rehabilitation and Crisis Services, Executive Director

Date Adopted: June 29, 2022

Job Description

Summary/Objective

The Driver is responsible for non-emergency medical transportation for Garrett County Lighthouse, Inc.'s. Services provided include, but are not limited to, ambulatory transportation.

Competencies

- Good quality customer service, public relations, and active listening skills.
- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Capacity for effective advocacy and coordination with various community agencies.
- Ability to develop and maintain working relationships with other employees, community, families, and other professionals.
- Aptitude for working under supervision as well as independently in order to improve job performance, work ethics, and overall efficiency.
- Knowledge of HIPAA and confidentiality laws pertaining to the access and release of Protected Health Information.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to drive safely and maintain a clear driving record with either the DMV or MVA.
- Practical knowledge of CPR/First Aid.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provide safe, efficient transportation.
- Maintain vehicle logbook
- Ensure prompt verbal/written report of a vehicle and/ or client incident.
- Verbally report visual and mechanical issues of vehicles.
- Actively participate in continuing education and training for professional growth.
- Perform other related duties as instructed by supervising personnel.

Supervisory Responsibility

This position has no direct supervisory responsibilities.

Expected Hours of Work

This is expected to be a 40 hour per week hourly position, open work availability is expected. Typical work schedule is Monday through Friday, 7:00 am to 3:00pm. May be required to work other shifts where needed.

Required/Preferred Education and Experience

A high school diploma or possession of a high school equivalency certificate. Must possess a current, valid driver’s license and a clear driving record with the DMV/MVA. Driving record must remain clear and proof is to be updated annually. Criminal background check required.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice. Garrett County Lighthouse, Inc. reserves the right to change or reassign duties or combine positions at any time.

EEO Statement

Garrett County Lighthouse, Inc. is an equal opportunity employer and administers all personnel practices without regard to race, color, religion, sex, age, national origin, disability, sexual orientation, gender identity or expression, marital status, veteran status, genetics, retaliation or any other category protected under applicable law.

Signature

Employee signature below constitutes employee’s understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____