

Garrett County Lighthouse, Inc.

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Transport Driver

Classification: Hourly Position

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

Date Adopted: January 17, 2023

Job Description

Summary/Objective

The Transport Driver is responsible for general non-emergency transportation and transportation for the PRP (Psychiatric Rehabilitation Program) for Garrett County Lighthouse, Inc. (GCLH) Services provided include, but are not limited to, transportation to and from GCLH and ambulatory transportation as assigned.

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.
- Ability to ethically relate to individuals with severe, persistent psychiatric disabilities and co-occurring addiction disorders.
- Ability to demonstrate knowledge of behavioral health services within the public mental health system.
- Capacity for effectively managing crisis situations and somatic/psychiatric emergencies.

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.
- Ability to provide direct care service to individuals with severe, persistent psychiatric disorders and/or co-occurring addition disorders to assist clients with working toward person centered rehabilitation goals.
- Ability to implement active listening techniques to provide supportive recovery services.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Ensure quality of service by adhering to the GCLH Mission, Code of Ethics, and any other specific policies and/or procedures written and implemented by GCLH.
- Replace or assist other workers as needed or directed.
- Cross train for other programs within the organization for subbing opportunities.

Supervisory Responsibility

This position has no direct supervisory responsibilities.

Expected Hours of Work

This is expected to be a 30 hour per week hourly position, open work availability is expected. Typical work schedule could include; 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. Satisfactory background check and drug screen 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 _____