



NORTHEAST CONTEMPORARY SERVICES, INC.
JOB POSTING
1/2/18

Position: Driver – Developmental Disabilities Passenger Transportation

Location: Roseville, MN

FTE Classification: Full-Time; Non-Exempt

Hours: Monday through Friday, Split-Shift; morning shift starts at 7:00 a.m., afternoon shift starts at 1:15 p.m.

Two positions available – one at 32.5 hours/week and one at 40 hours/week.

Wage: \$11.40 per hour plus exceptional benefits; benefits include health insurance (small premium), dental insurance (small premium), 403(b) retirement plan (with employer match after one year of service), short-term disability insurance, term life insurance, 9 paid holidays, and a generous PTO plan.

Since 1967, Northeast Contemporary Services, Inc. (NCSI) has been providing exemplary services for individuals with intellectual and developmental disabilities as they explore and participate in employment and career building, educational and independent living skills, and retirement opportunities. NCSI's mission is to provide and promote positive experiences that will reflect presence and participation in the community, the discovery and development of individual capabilities, and the opportunity to make choices and amplify independence. NCSI has four service areas: Adult (ages 18+), Employment & Volunteerism, Senior (retirement age), and Transportation.

GENERAL DESCRIPTION:

Responsible for ensuring safe and timely transportation services for adults with intellectual and developmental disabilities, including transporting passengers, passenger assistance, and vehicle operation and maintenance. Responsible for driving clients between their homes (Ramsey County area) and our facilities in Roseville and White Bear Lake in both the mornings and the afternoons, and/or for driving clients to and from their local (Ramsey County area) community jobs in both the mornings and afternoons.

ESSENTIAL POSITION FUNCTIONS:

1. Drive and operate a multi-passenger van/bus equipped with a wheelchair lift.
2. Transport passengers in accordance with the schedules and directives provided.
3. Assist ambulatory, semi-ambulatory, and non-ambulatory passengers. Assistance may include: providing support for standing, walking, and negotiating steps and curbs; lifting, moving, and transferring passengers; maneuvering wheelchairs on steps, curbs, and uneven and slippery surfaces; insuring that passengers use vehicle steps, seat belts, and other safety equipment in an appropriate manner.
4. Respond to passenger emergencies and other incidents. Emergencies and incidents may include accidents, illnesses, seizures, and behavioral incidents.
5. Provide assistance as needed to ensure passenger safety and in accordance with the standards and directives provided.
6. Perform pre-trip vehicle inspections and maintenance, as well as on-the-road vehicle maintenance (e.g., adding fuel and fluids, inflating tires, etc.). Keep vehicles clean and neat.
7. Operate vehicles safely and in compliance with federal, state, and local laws and agency standards.

8. Collaborate to maintain complete, accurate, and up-to-date records and reports.
9. Maintain relevant, timely and ongoing communication. Participate in meetings as requested.
10. Respect and maintain the privacy of persons served.
11. Adhere to safety standards, emergency procedures, positive support strategies, and NCSI procedures and protocols, and intervene as necessary, to prevent persons served from being harmed or harming others.
12. Provide orientation, training and assistance to NCSI staff, substitute staff, volunteers, interns, and others as requested.
13. Other duties as assigned.

POSITION REQUIREMENTS:

1. High school diploma or equivalent.
2. Prefer experience as a driver in passenger transportation and in providing services for people who have intellectual and developmental disabilities.
3. Must meet driver licensure requirements as per agency policy, the requirements of the agency's insurance carrier(s), and as required by applicable regulatory agencies.
4. Must meet driving record requirements as per agency policy, the requirements of the agency's insurance carrier(s), and as required by applicable regulatory agencies.
5. Must pass a physical exam, conducted by a licensed medical examiner, certifying the ability to comply with the physical qualifications needed to drive a commercial motor vehicle.
6. Must pass a background check, conducted by the Minnesota Department of Human Services, permitting direct contact services (without continuous, direct supervision), with clients receiving services.
7. Must understand and use the English language as to sufficiently provide safe and efficient transportation services.
8. Excellent inter-personal skills and ability to effectively and respectfully communicate and interact with people of various cultural, educational and/or socio-economic backgrounds.
9. Ability and willingness to drive on urban roadways, at up to highway speeds, and in changing, congested, and unexpected traffic and road conditions.
10. Ability and willingness to perform tasks requiring wide ranging general and physical demands in varying environmental conditions.
11. Ability and willingness to perform responsibilities independently and without direct supervision.
12. Excellent organizational and time management skills.
13. Ability and willingness to work a split shift and a varied schedule.

**Qualified candidates should send a cover letter and resume to NCSI at:
info@northeastcontemporaryservices.org or
FAX 651-636-3416 or
2770 Cleveland Avenue North, Roseville, MN 55113**

NCSI offers exceptional benefits, a business casual environment, and free parking.

“An Interested Party will be considered an applicant only after the individual has complied with the application process and has indicated the specific position for which they are applying.”

NCSI is an equal opportunity employer.