

Chicago Commons Adult Day Services Job Description

JOB TITLE: Bus Attendent

EXEMPT: No

SALARY LEVEL: \$12,500

RANGE: \$14,5¹00 - \$16,500

EVALUATION DATE: June 2005

REPORTS TO: ADS Program Director

TITLE CODE:

DIVISION: Senior Care

DEPARTMENT: Human Resources

LOCATION: ADS

SPLIT SHIFT: Start 6:30/3:00

End: 10:30am/7:00pm

*This job description supersedes any pre-existing job description for this position

SECTION I

SUMMARY:

Assist the clients and drivers while clients are being transported to and from center and on field trips. Ensure that clients are safe and free from danger while in the care of Chicago Commons Adult Day Services Program.

SECTION II

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following. The agency reserves the right to add to, delete, change or modify the essential duties and responsibilities at any time.

Assists participants on and off the vehicle upon arriving at and/or departing from the Adult Day Services center.

Assists the driver in emergency situations, while clients are on route and with personal items of the clients.

Assure that each client is safely belted into their seat.

Escort clients on field trips.

Escort clients to and from clients' onto the vehicle and ensure clients are received by caregivers only or authorized person(s).

Daily cleaning of interior of the vehicle and removal of personal items and other debris.

Other Functions: The agency may assign other functions to the job at its discretion.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to speak English, specifically, to communicate both in person and over the telephone. The employee must regularly be able to read English proficiently. Must be able to assist with the transfer of ADS participants. This could require lifting. The employee frequently is required to sit and use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 15 pounds. Specific vision requirements include the ability to see at close range.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions. However, there are no unusual environmental conditions other than inclement weather and inappropriate driving of other vehicles.

SECTION III

MAJOR CHALLENGES: Describe the most difficult types of problems or challenges you face in your job. Be sure to mention the role-played in special projects and any impending future developments that could impact this position.

SECTION IV

WORKING RELATIONSHIPS: List the titles of individuals, components and organizations with which you have the most frequent contact. This should include contacts both inside and outside the company. Briefly describe the nature or purpose of those contacts and mention the role-played on any committees by this position.

Most Frequent Contacts

Name or Purpose of Contact

SECTION V

DECISION MAKING AUTHORITY: Describe the authority permitted your position and freedom to take action in terms of which decisions you can make and which decisions you refer to others. Indicate the extent to which these decisions are governed by objectives, policies or procedures.

Only decision related to the welfare of the client while in route, and the necessary maintenance of the vehicle.

SECTION VI

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must not have a criminal background history.

EDUCATION and/or EXPERIENCE:

High School diploma/GED. Experience working with the elderly and people with disabilities. Must be 21 years of age. Valid Illinois driver's license preferred.

LANGUAGE SKILLS:

Effective communication and have good written skills. Ability to respond to common inquiries or complaints from customers.

MATHEMATICAL SKILLS:

With the use of a calculator, ability to add, subtract, multiply, and divide using whole numbers, common fractions, and decimals. The ability to perform these operations using units of American money and weight measurement, volume and distance.

REASONING ABILITY:

Ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES:

Understanding of employee relations and employment law required. Ability to weigh the need for confidentiality and the need-to-know as it relates to communication of information.

EMPLOYEE SIGNATURE:
MANAGER SIGNATURE:
HUMAN RESOURCES SIGNATURE:

DATE:
DATE:
DATE: