

SCHENECTADY MUNICIPAL HOUSING AUTHORITY JOB POSTING

Date of Posting: May 4, 2018
Position Title: Part-Time Transportation Aide
Reporting To: Elderly/Disabled Services Coordinator
Position Objective: Transports and assists elderly and disabled clients with errands, grocery shopping and appointments.

Essential Job Functions:

1. Transports elderly and disabled residents to and from appointments and errands; escorts them in and out of buildings and provides physical assistance when necessary.
2. Performs a variety of errands, including occasional shopping, delivery of packages, etc.
3. Is familiar with the area and determines the most efficient transportation routes.
4. Maintains a pleasant and respectful demeanor with all residents.
5. Prepares basic records and reports.
6. Maintains a clean and well-running vehicle, monitors tire pressure and oil level and reports any malfunctions.
7. Lifts wheelchairs in and out of the vehicle when necessary.
8. Lifts up to 25 pounds.
9. Climbs stairs.
10. Performs other duties as required.

Background, Skills and Experience:

1. Good knowledge of safe driving practices and traffic laws
 2. Ability to operate a multi-passenger vehicle under all kinds of driving and weather conditions
 3. Demonstrated ability to interact professionally and cheerfully with the elderly and disabled
 4. Good knowledge of local driving routes
 5. Excellent interpersonal skills
 6. Impeccable background and clean driving record
 7. Previous experience with the elderly and/or disabled population is preferred
- (17 ½ hour per week non-benefitted position @ \$11.07 per hour.)

Pre-employment and ongoing random drug testing is in effect.

RESPOND TO
jobs@smha1.org
Schenectady Municipal Housing Authority
Office of the Executive Director
375 Broadway
Schenectady, NY 12305

Submission Deadline: Monday, May 21, 2018

The Schenectady Municipal Housing Authority is an Equal Opportunity Employer