Lutheran Social Services of the Southwest

Job Description

Van Driver – Meals on Wheels

Exempt: No
Base Wage: Set by CEO
Reports to: Program Manager
Department: Meals on Wheels
Location: Tucson
Date: February 2022

General Description: In concert with the Service Coordinator, the Van Driver provides safe delivery of meals according to the assigned delivery route. In addition, the Van Driver, upon delivery of each meal, does a basic functional assessment of the meal recipient.

Van Driver Essential Duties & Responsibilities

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<th>WEIGHT</th>
<th>DESCRIPTION</th>
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<tr>
<td>30</td>
<td>Pick up, load and delivery prepared chilled and frozen meals to homebound seniors in need of meal delivery services. All meals must be given to the recipient or an authorized individual. At no time, should meals be left unattended.</td>
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<td>Ensure the safety of food at all times during the delivery route and of all food that is returned as undeliverable.</td>
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<td>15</td>
<td>Upon meal delivery perform a basic functional assessment on recipient to ensure maintenance of independent living capacity.</td>
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<td>Knowledge of community streets and route.</td>
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<td>Respond in a calm, respectful and professional manner to recipients and to any unusual incidents which may occur.</td>
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<td>Submit complete, accurate and on-time record keeping data including all required supporting documentation.</td>
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<td>Immediately notify supervisor of changes in client’s emotional, mental and physical condition. Follow reporting protocol.</td>
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<td>2.5</td>
<td>Maintain current status/renewal of professional credentials including continuing education in service sessions specific to diseases of aging and appropriate ways to interact with clients.</td>
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<td>Respect and maintain the confidentiality of each client at all times.</td>
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<td>2.5</td>
<td>Follow internal protocol immediately with regard to safety, health, and environment of the client and employee workspace and workplace equipment.</td>
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<td>2.5</td>
<td>Perform other related duties as assigned.</td>
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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.

1. Must show proof of freedom from TB before client contact;
2. Maintain valid AZ Driver License and Reliable Transportation.
3. Clear a criminal background and motor vehicle screening; must have a clear driving record for at least 39 months
4. Current CPR/First Aid Certification  
5. Obtain Care Provider Certification  
6. Provide a current fingerprint Clearance Card.  
7. Provide a current Food Handlers Certification

**Education and/or Experience:**
Good interpersonal skills. A minimum of six months experience working with elderly clients is desired. Must have current certification in First aid and CPR. Must have completed the Food Handlers Certification course.

**Language Skills:**
Ability to communicate clearly, both verbally and in writing. Ability to listen and perceive needs, working with people from diverse backgrounds non-judgmentally.

**Mathematical Skills:**
Ability to calculate figures and amounts.

**Reasoning Ability:**
Ability to define problems, collect data, evaluate information, draw conclusions, and take appropriate action based on this information. Ability and confidence to make decisions when appropriate and when to solicit guidance from the Service Coordinator.

**Physical Demands/Work Environment**
The physical demands and work environment characteristics here are representative of those that must be met by an employee to successfully perform the essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee may be required to sit and/or stand for long periods.
- The employee may be required to assist with one-person transfer.
- The employee may be required to occasionally lift and/or move +25 lbs.
- The noise level in the work environment will vary with the activity level.
- Maintain valid AZ Driver License and reliable transportation.
- Ability to work within mission of LSS-SW.

I have read and understand this document. I have had an opportunity to discuss this document with my supervisor.

________________________________________  ________________________________
Employee Signature                                          Date

________________________________________
Printed Name
EID _____  Name__________________________

__________________________  _____________
Supervisor Signature  Date