



Title: Driver

Supervisor: Transportation Manager

Work Location: In-Office ☒ Hybrid ☐ Remote ☐

*Subject to change based on programming or individual needs.

Department: Support Services

Status: Non-Exempt

Start Date: July 2024

Salary Range: \$30,000 - \$42,000 based on qualifications.

Date Implemented: Jan 24 (N)

EmberHope, a leading, faith-based provider of child welfare services is committed to helping you succeed as an employee as you work to make a difference in the life of a child either directly or by offering administrative support. The Company strives for a positive work environment that encourages effective teamwork, trauma-informed practices, and opportunities to utilize leadership skills. Team members from all departments will focus on carrying out the EmberHope mission, vision, and values!

To be a successful Driver you must become able to do the following always:

1. Ensure a trauma informed focus on creating a safe and supportive environment for staff and those served through knowledge, sensitivity, respect, and a focus on resilience and recovery.
2. Safely transport children and youth and their personal belongings, medication, and appropriate documents to their placements.
3. Observes standard operating procedures and safety practices; corrects and/or reports potential safety violations; monitors condition of facilities to always ensure a safe environment.
4. Keeps company vehicles clean.
5. Assists with special events.
6. Maintain documentation and data on transportation and communication with all parties while transporting children and youth.
7. Provide services that result in timely and safe achievement of company and state outcomes relevant to the position.
8. Follow Company Policy and Procedure and operate according to the Company's Program Practice Guidelines.

How you will spend your time in this job:

- 85% Transportation
- 10% Documentation
- 5% Training

To qualify for this job, you need to have:

1. Degree Requirements - H.S. diploma or GED required.
2. Licensure - Good driving record, valid Kansas driver's license and insurability through company's carrier.
3. Work Experience - Two years additional training or related experience.
4. Good driving record, valid Kansas driver's license and insurability through company's carrier.
5. 21 years of age. Must pass a background check, fingerprinting, and physical and drug screening.
6. Maintain company-required training.
7. Physical working conditions - Ability to travel, driving company or personal vehicle including at night. Ability to do occasional lifting of up to 50 lbs. Able to walk upstairs. Ability to work flexible schedule, including some evenings and weekends. Subject to outside environmental conditions occasionally, inside conditions frequently, with protection from weather conditions but not necessarily from temperature change.

Job Description Acknowledgment

I have received a copy of the job description and understand the functions and expectations of how I will be successful in my position. I meet all qualifications, requirements, and experience required to successfully perform it.

Print Name

Job Title

Employee Signature

Date

Supervisor Signature

Date