

SIENA FRANCIS HOUSE
Volunteer Driver Position Description

Position Title: Volunteer Driver
Supervisor: Silvia Rodriguez
Status: Volunteer

JOB PURPOSE:

This volunteer position is responsible for transporting clients of the Siena Francis House (SFH) to and from appointments in a safe and timely manner. This position may provide delivery and/or pick up of items, as necessary. This position obeys all government regulatory and driving laws, including all Department of Transportation (DOT) regulations and maintains necessary licenses and certifications.

ESSENTIAL FUNCTIONS

- Greets clients in a professional manner. Provides excellent customer service to our clients.
- Receives direction and route assignments from the supervisor. Typically provides this service within the Omaha/Council Bluffs Metropolitan area. Safely transports between designated pick-up/drop-off sites, according to assigned schedule, or as directed.
- May deliver and/or pick up items from Siena Francis House to other locations in and around the Omaha metro area.
- Obeys all federal and state traffic laws, and follows established traffic and transportation procedures.
- Maintains accurate records such as vehicle logs and destinations.
- Immediately reports any vehicle accidents, vehicle maintenance issues or other transportation situations to supervisor.
- Other duties as assigned.

POSITION ABILITY/REQUIREMENTS

- Valid driver's license.
- Clear to drive by Siena Francis House's insurance carrier.
- Clear Siena Francis House's background check.
- Clear Siena Francis House's drug screening/test.
- No health conditions that may impair ability to drive safely (vision, hearing, perception, reflexes, certain medications, etc.).
- Good knowledge of the rules and regulations involved in the safe and efficient operation of motor vehicles.
- Ability to lift light loads (20 lbs. max).
- Ability to work with, relate to, and communicate with at-risk adults from various socio-economic, ethnic, educational and cultural backgrounds.
- Maintain confidentiality regarding client information.
- Proven ability to work independently in a fast-paced environment, and be organized and detail oriented.
- Excellent team partner, positive attitude; energetic; dedicated to helping those experiencing homelessness.
- Regular attendance at volunteer assignment, as well as punctuality and dependability in picking up clients at the scheduled times are essential to the successful functioning of this position.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those a volunteer driver encounters while performing the essential functions of this job. The work environment is within the Siena Francis House's

Services Center's offices and physical campus, and transporting clients in a Siena Francis House-owned vehicle and/or delivering or picking up items in and around the Omaha metropolitan area.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER:

Siena Francis House provides equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic that is protected by federal, state or local law.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by a volunteer driver to be successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this volunteer driver position, the volunteer is regularly required to drive a motor vehicle, stand, walk, use hands to finger, handle, or feel, lift and/or move up to 20 pounds, and talk or hear. The volunteer is occasionally required to sit, and reach with hands and arms. The work environment may have time constraints and shifting priorities. Specific vision abilities required by this job include close and far vision.

I have read, understand and can perform the essential functions of this job with or without reasonable accommodations? Yes No

If reasonable accommodation is sought, please identify the accommodation.

The Siena/Francis House welcomes, shelters, and empowers individuals experiencing homelessness to navigate their own path to safe and appropriate housing. The Siena/Francis House provides low barrier emergency shelter to meet the immediate needs of individuals who are experiencing homelessness, and assists them in resolving the housing crisis

Confidentiality policy, volunteer guidelines, waivers and orientation materials available by contacting Siena Francis House Volunteer Program Manager Silvia Rodriguez by phone at 402-341-1821 or email at srodriguez@sienaf Francis.org.