



Position: Driver and Transportation Scheduler

Status: Full-Time

Position Summary

The Driver and Transportation Scheduler will be responsible for driving 2-3 days per week, as well as managing transportation scheduling via software platform, working with patients who require transportation scheduled, and ensuring vehicle maintenance is conducted in timely manner. The Driver transports and unloads patients for appointments in accordance with all applicable laws, regulations, and Williamson Health and Wellness Center care standards.

Education, Experience, and Licensure Requirements

- Must be a high school graduate or equivalent
- Must have a valid driver's license or valid commercial driver's license in current State, as applicable, with a satisfactory driving record per WHWC standards
- CDL **NOT** required, but preferred
- Must agree to a background check as well as random drug screenings
- Must have CPR and First Aid Certification
- Prior experience in health care preferred

Specific Job Requirements

- Must complete pre inspections before use of vehicle
- Must be able to monitor regular maintenance (oil changes, tire rotations, etc.)
- Must possess the ability to make independent decisions when circumstances warrant such action
- Must be knowledgeable of practices and procedures as well as the laws, regulations, and guidelines governing functions in the post-acute care facility
- Must have the ability to implement and interpret the programs, goals, objectives, policies, and procedures of the department
- Must perform proficiently in all competency areas including but not limited to: patient rights, and safety and sanitation
- Maintains professional working relationships with all associates, vendors, etc.
- Maintains confidentiality of all proprietary and/or confidential information
- Must understand and follow company policies including harassment and compliance procedures
- Displays integrity and professionalism by adhering to WHWC's Code of Conduct and completes mandatory Code of Conduct and other appropriate compliance training
- Other duties as assigned



Essential Functions

- Must be able to safely load, transport, and unload patients
- Must exhibit excellent customer service and a positive attitude towards patients
- Must be able to assist in the evacuation of patients
- Must demonstrate dependable, regular attendance
- Must be able to concentrate and use reasoning skills and good judgment
- Must be able to communicate and function productively on an interdisciplinary team
- Must be able to sit, stand, bend, lift, push, pull, stoop, walk, reach, and move intermittently during working hours

The Williamson Health and Wellness Center is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or status as a protected veteran. Persons with disabilities, veterans, women and minorities are encouraged to apply.