

PSW  
194 West Poplar Avenue  
Porterville, CA 93257

*Internal & **Open to the Public until 04/10/2018 @ 4:00 p.m.***

## Job Opportunity

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<b>Posting Date:</b>	4/05/2018	<b>Internal Application Deadline:</b>	04/09/2017 @ 4:00 p.m.
<b>Position:</b>	Transportation Assistant	<b>Department:</b>	Transportation
<b>Grade:</b>	1 – (\$11.00 - \$16.33/hr)		
<b>Status:</b>	(2) Part-time a.m. and p.m. split shift		

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**Job Summary:** Assists in providing a safe atmosphere for the clients on the bus and entering and exiting from it.

**Supervision Received:** Works with the Drivers; works under the direction of the Transportation Supervisor / Designee.

**Supervision Exercised:** Supervises clients while they are being transported, or are boarding or exiting from the vehicle

**Education Required:** Accredited High School graduate or equivalent.

**Experience Required:** No experience required.

**Special Skills & Knowledge:** Please reference job description attached.

**All PSW internal applicants must have an “at expectation” rating on current and/or immediate preceding year’s annual evaluation to be eligible to apply.**

**For further information, please contact:  
Laura Powell at (559) 784-1399 ext. 1014 or Cheryl Haugen (559) 784-1399 ext. 1015**

**Send Internal Applications to the Human Resources Department.**

## PSW

### Job Description

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<b>Job Title:</b>	<b>Transportation Driver Assistant</b>
<b>Job Summary:</b>	Assists in providing a safe atmosphere for the Clients while on the bus and entering and exiting from it.
<b>Salary Grade:</b>	Grade 1
<b>Supervision Received:</b>	Driver Assistant will work with the Drivers under general supervision of the Director of Transportation or under the direction of the Lead Driver.
<b>Supervision Exercised:</b>	Supervises Clients while they are being transported, or are boarding or exiting from the vehicle.
<b>Education &amp; Experience Required:</b>	<ol style="list-style-type: none"> <li>1. Completion of High School or equivalent from an accredited national or regional agency.</li> <li>2. No experience required.</li> </ol>
<b>Special Skills &amp; Knowledge Required:</b>	Must be able to obtain and maintain CPR/First aid certification within 90 days of employment.
<b>Job Essential Elements:</b>	<ol style="list-style-type: none"> <li>1. Must be able to pass a pre-employment drug screen, physical and criminal records check.</li> <li>2. Must be at least 21 years of age.</li> <li>3. If required to drive PSW vehicle or personal vehicle for company business, must have and maintain valid California driver license and DMV record acceptable to PSW insurance. Must maintain current vehicle insurance with a copy on file when using personal vehicle for PSW business.</li> <li>4. Must be able to individually lift 50 pounds from floor level to waist height observing appropriate safety practice when lifting, stooping or bending and in the performance of all other job functions.</li> <li>5. Must be able to use proper two person lifting techniques.</li> <li>6. Must work cooperatively with co-workers, clients, agencies and customers. Must respect their rights, including the right to privacy, dignity, and confidentiality.</li> <li>7. Must be at designated work site when scheduled unless otherwise excused by supervisor.</li> <li>8. Must demonstrate punctuality in the performance of all job duties.</li> <li>9. Must be able to communicate clearly and concisely, in English, both verbally and in written form.</li> <li>10. Must be able to provide constant and direct care and services to the clients.</li> </ol>

11. Ability to respond effectively and have strength and agility to assist with clients who have mobility, behaviors, and/or physical limitations.
12. Observe all workshop departmental policies and procedures.
13. Must be able to multi-task
14. Must be able to complete all other duties as assigned.
15. Must be able to work outside in various year-round climates to include inclement weather.

**Job Duties:**

1. Assist the Driver in maintaining a peaceful atmosphere while clients are aboard the bus, insuring a safe ride for all.
2. Exercise sound judgment in dealing with clients aboard the bus.
3. Assist the clients on and off the bus as needed.
4. Assist in loading and unloading clients either using the wheelchair lift or manually.
5. Assist in the daily transfer of clients.
6. Attend monthly training meetings as required.
7. Assist in lifting clients who have fallen.
8. Must have a means to be contacted, phone or message phone, in case of time or route changes.
9. Other duties as assigned.