

# TRANSPORTAION AIDE



JOB DESCRIPTION	
<b>Department</b>	Social Services
<b>Reports to</b>	Social Services Director, Social Services Assistant, Social Services Designee
<b>Reporting to this position</b>	None
<b>Job Classification</b>	Department Staff
<b>Position Purpose</b>	To safely transport residents to and from appointments outside of the facility.

## Required Qualifications

- ❖ Certified Nursing Assistant in good standing with the state is preferred.
- ❖ Valid Driver's license
- ❖ A minimum of a high school diploma or its equivalent or sufficient education to demonstrate functional literacy.

## Major Duties and Responsibilities

The Transport Aide will assist residents to and from appointments outside of the facility.

The Transport Aide will complete training on the proper use of the wheelchair lift and safely securing resident wheelchairs in the transportation van.

The Transport Aide will complete safety training in the operation of the transportation van.

The Transportation Aide will escort residents from the transportation van to their destination and will ensure that necessary paperwork is available upon arrival at destination.

The Transportation Aide will ensure paperwork and/or progress notes from resident's appointment is delivered to the appropriate Charge Nurse upon return to the facility.

The Transportation Aide will ensure that the transportation van is cleaned and disinfected after each transport.

## Additional Assigned Tasks

- ❖ Treats all residents with dignity and respect. Promotes and protects all residents' rights.
- ❖ Establishes a culture of compliance by adhering to all facility policies and procedures. Complies with standards of business conduct, and state/federal regulations and guidelines.
- ❖ Follows appropriate safety and hygiene measures at all times to protect residents and themselves.

- ❖ Maintains confidentiality of protected health information, including verbal, written, and electronic communications.
- ❖ Reports noncompliance with policies, procedures, regulations, or breaches in confidentiality to appropriate personnel. Reports any retaliation or discrimination to HR or compliance officer.
- ❖ Reports any allegations of abuse, neglect, misappropriation of property, exploitation, or mistreatment of residents to supervisor/Administrator/Abuse Coordinator. Protects residents from abuse, and cooperates with all investigations.
- ❖ Reports any occupational exposures to blood, body fluids, infectious materials, and/or hazardous chemicals in accordance with facility policy.
- ❖ Participates in all life safety and emergency drills and trainings. Fulfills responsibilities as assigned during implementation or activation of the facility's emergency plan.
- ❖ Reports work-related injuries and illnesses immediately to supervisor.
- ❖ Follows established infection control policies and procedures.
- ❖ As a condition of employment, completes all assigned training and skills competency.

### **Personal Skills and Traits Desired/Physical Requirements/Working Conditions**

- ❖ Ability to read, write, speak and understand the English language.
- ❖ Must be a supportive team member, contribute to and be an example of team work.
- ❖ Ability to make independent decisions when circumstances warrant such action.
- ❖ Ability to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel and the general public.
- ❖ Must have patience, tact, and willingness to deal with difficult residents, family and staff.
- ❖ Must not pose a threat to the health and safety of other individuals in the workplace.
- ❖ Must be able to move intermittently throughout the workday.
- ❖ Meets general health requirements according to facility policy, including medical and physical exams and checking immunity status to various infectious diseases.
- ❖ Ability to work beyond normal working hours and on weekends and holidays when necessary.
- ❖ Ability to assist in evacuation of residents during emergency situations.
- ❖ Ability to bend, stoop, kneel, crouch, perform overhead lifting and perform other common physical movements as needed for the position.
- ❖ May be subject to falls, burns from equipment, and/or odors throughout the day; encounter reactions from dust, tobacco smoke, disinfectants, and other air contaminants.
- ❖ Subject to exposure to infectious waste, diseases and/or conditions which include AIDS, Coronavirus, Hepatitis B, and Tuberculosis.
- ❖ May be subject to hostile or emotional residents, family members, visitors or personnel.
- ❖ Effective verbal and written communication skills and ability to exercise judgement.
- ❖ Ability to maintain composure in stressful situations.
- ❖ Resourcefulness.
- ❖ Strong leadership skills.
- ❖ Maintain a positive attitude and possess the ability to work in stressful situations.
- ❖ Ability to coordinate meetings, as well as set and achieve goals.
- ❖ Ability to be organized and efficient.
- ❖ Basic computer skills.
- ❖ CPR licensed and trained in first aid.

### **Universal Precautions Risk Classification Categories:**

1. Task may involve exposure to blood and/or body fluids.
2. Tasks do not involve contact with blood and/or body fluids but could result in performing category 1 task.
3. Tasks do not involve any risk of exposure to blood or body fluids.

\*The classification for this description is a **Category 1**.

### **Compliance as a Condition of Employment and Performance Appraisal**

Agreement to abide by all standards, policies, and procedures of the facility, including the facility's compliance and ethics program, is a condition of employment. Compliance will be a factor in evaluating job performance. Violations, including failure to report violations, will result in disciplinary action, up to and including termination.

This job description is intended to convey the general scope of the major duties and responsibilities inherent in this position. Other tasks not listed here may be assigned by the supervisor. Periodic revision may be necessary to reflect changes in expectations placed on long term care by various governmental agencies. This job description will be reviewed and/or revised annually and as needed.

Individual performance will be evaluated using the following scale:

1. **Unsatisfactory:** Achieves results which are far less than the standards identified for the performance factors rated.
2. **Needs Improvement:** Achieves results which are less than the standards identified for the performance factors rated. Exhibits the potential to become a competent performer. May be new to job or need skill development.
3. **Meets Standards:** Achieves results which meet the standards identified for the performance factors rated. This rating is the expected level of performance.
4. **Exceeds Standards:** Achieves results which usually exceed the standards identified for the performance factors rated.

### **Reasonable Accommodation Statement**

Consistent with the Americans with Disabilities Act (ADA) and Alabama Civil Rights Laws, it is the policy of Generations of Red Bay to provide reasonable accommodation when requested by a qualified applicant or employee with a disability, unless such accommodation would cause an undue hardship. The policy regarding requests for reasonable accommodation applies to all aspects of employment, including the application process. If reasonable accommodation is needed, please contact Human Resources.

**EMPLOYEE ACKNOWLEDGEMENT**

I have read the above job description and understand the requirements and expectations of the position of Transportation Aide at Generations of Red Bay.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date