



EMPLOYMENT OPPORTUNITY

COUNCIL ON AGING DEPARTMENT

Job Vacancy Posting

Date: 04/20/2023 RE-posted on 10/26/23

RECEIVED
OCT 26 2023
TOWN OF TOWNSEND
TOWN CLERK

Job Title: PER DIEM VAN DRIVER

The Town of Townsend's COUNCIL ON AGING Department seeks qualified applicants for the position of PER DIEM VAN DRIVER, at an hourly wage of \$14.50/hour, working 1-19 hours per week. Position hours are 8 am to 3 pm.

The position is:

- | | |
|---------------------------------|--|
| <input type="radio"/> Union | <input checked="" type="radio"/> Non-Union |
| <input type="radio"/> Exempt | <input checked="" type="radio"/> Non-Exempt |
| <input type="radio"/> Benefited | <input checked="" type="radio"/> Non-Benefited |

Main Duties include:

Transporting elderly and disabled residents to and from various destinations such as banks, stores, medical appointments; work with the Transportation Administrator to determine pick-up and drop-off times by assessing the length of time needed for transportation and completion of mission/appointment; assist clients with wheelchairs, walkers, and canes as needed; review daily schedule; inspect vehicle exterior and interior prior to and after shift and clean as needed; track mileage; all other related work as required.

Minimum Qualifications include:

High school graduate or equivalent, a professional demeanor with strong emphasis on customer service, a clean driving record, and a valid driver's license. DOT license and medical card are required, but can be obtained upon hire.

Candidate must also pass:

- ☒ Pre-employment physical (+ drug/alcohol screen)
- ☒ CORI background check

An Employment Application may be found at www.townsendma.gov/human-resources. Submit your Employment Application for consideration to Karin Canfield Moore, COA Director, at: kmoore@townsendma.gov

Applications will be accepted ☒ until the position is filled, OR ☐ until: _____.

The TOWN OF TOWNSEND does not discriminate in the selection, hiring, appointment or employment of any individual on the basis of race, color, religious creed, national origin, disability, gender identification, veteran status, ethnicity, appearance, or age.