



JOB DESCRIPTION

Driver

December 2022

The mission of Healthy Start is to improve maternal and child health and to reduce poor birth outcomes and infant mortality.

Position Overview and Purpose

This is a professional position in the field of community health responsible for assisting the Healthy Start team with daily activities that supports their work in the care of participants. This position is an integral part of the Operations Department and works independently under the direction of the Administrator – HR, Fiscal and Operations (“Administrator”).

Duties and Responsibilities

Driver 70%

- Will serve as the primary driver for the organization.
- Distribution of inventory/supplies to staff.
- Fill orders from staff and deliver tangible goods to program participants.
- Make necessary pick-ups and delivery of goods and services throughout the service area as needed, i.e., Western PA Diaper Bank; Cribs4Kids, Food Bank, local hospitals, etc.
- Assist with coordination of community events and activities
- Assist with the moving of office furniture, etc. as needed.

Fleet 20%

- Maintains a calendar of scheduled maintenance, oil changes, cleanings and insurance for all fleet vehicles.
- Completes the Daily Vehicle Check form for all vehicles.
- Ensures vehicles are clean, have gas and are in good working order.
- Communicates vehicle concerns with the Administrator
- Removes snow on and around each vehicle during the winter months.
- **Perform other job-related duties as assigned.**

Facilities Maintenance 10%

- Maintains neat and manageable order to the warehouse room; diaper closet; and all common areas within Healthy Start leased spaces.
- Will retrieve deliveries from the drop off location in the building and bring to the appropriate department for check-in.
- Assists with meeting room set-up and breakdown as needed.
- Maintains and performs a daily schedule of cleaning for all spaces leased by Healthy Start, Inc.
- Replenish paper in all copier machines daily.

Qualifications of Position

High School Diploma or equivalent, valid unrestricted Pennsylvania Driver’s License with a good driving record and a minimum of two years related experience and/or training.

Supervisory Relationship

This position works independently, under the direct supervision of the Administrator.

Skills/Knowledge Required

- A professional demeanor is required as you will interact with people at all levels within the organization, outside of the organization and community.
- Knowledge of Healthy Start Project geographic area.
- Knowledge of automotive inspection/maintenance requirements.
- Must have excellent interpersonal and communication skills.
- Must have excellent organizational skills.
- Ability to follow instructions and take direction from management and comply with the boundaries of the established policy and procedures.
- Ability to meet deadlines.
- Ability to exercise good judgment
- Ability to keep accurate records.
- Ability to utilize good driving skills and judgment in all weather conditions.
- Ability to lift heavy objects/items.
- Maintain an absolute commitment to protecting the confidentiality of employee and agency information handled daily.
- Must possess a valid unrestricted Pennsylvania Driver's License.
- Must possess current and valid unrestricted automobile insurance and be listed as an insured driver.
- Personal transportation with employee listed as an insured driver on the vehicle used for work.
- Proof of COVID-19 Vaccination
- Act 33/34 clearances.

PHYSICAL DEMANDS

- The work performed is 50% in office work requiring lifting, carrying, stooping, standing, bending, and walking. Must be able to lift at least 50 lbs.
- Intense mental, visual, and aural attention is required as the work involves responding to requests, planning or performing work that is at times, can be fast paced.
- The other 50% of the position is conducted in the field. Candidate must possess the ability to work at locales outside of the office environment.

COMPENSATION

- Compensation for this position is \$15 - \$17 per hour.
- Comprehensive benefits package

To apply, send resume and cover letter to hr@hsipgh.org

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.