



CASCADE COUNTY

Job Vacancy Announcement

Submit all application materials to:
Cascade County Human Resources Department
325 2nd Ave N #108
Great Falls, MT 59401

Applications available at the Cascade County Human Resources Dept., www.cascadecountymt.gov or Job Service.

Position: **Senior Nutrition Program Driver**
Schedule: **Part-Time with Benefits**
Department: **Aging Services**

Salary: **\$10.50 per hour**
Closing Date: **Open Until Filled**
Department Administrator: **Kim Thiel-Schaaf**

At a minimum, all qualified applicants must have:

Education/Experience/Training:

- High School Diploma, HSE or GED.
- Knowledge of Great Falls streets.
- Clean driving record.
- Valid Montana Driver's License. **Copy must be submitted with application.**

JOB SUMMARY

The Senior Nutrition Program Driver acts as a first line representative of the Aging Services Department by performing assigned duties to assist with the delivery of client meals through the Meals on Wheels Program within Cascade County. This position is part-time and will work Monday-Friday, approximately four hours each day. The Senior Nutrition Program Driver will be assigned a meal delivery route that will be delivered on a daily basis. At times, the route may be larger to assist with fill-in coverage for vacations and the absences of other drivers. Additionally, this position may be asked to assist with coverage in other divisions of Aging Services that also employ drivers such as Transportation and Commodities Supplemental Food Programs. The Senior Nutrition Program Driver will perform other related duties as assigned. The Senior Nutrition Program Driver within the Aging Services Department must be mobile and have thorough knowledge of locations as well as the layout of Great Falls and the surrounding community. Drivers must maintain a clean driving record and always act in a professional and courteous manner when driving and delivering items on behalf of the department. Drivers are the first line of observation in the deviation of a client's behavior and/or living conditions, which must be brought to the attention of the Department managers as part of the continual assessment of client's ability to receive the services being provided. Drivers must be mobile. Drivers must be able to climb and descend stairs for deliveries of meals, assist clients when necessary and able to lift up to 40 lbs. in order to load and unload supplies for the position.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

The Senior Nutrition Program Driver must be professional, cheerful, flexible and have excellent customer services skills, must maintain a good driving record and a thorough knowledge of safe driving practices, have a thorough knowledge of the Great Falls community and how to navigate according to street addresses and directions, ability to drive your assigned county vehicle in all types of weather and terrain in a proper and safe manner, ability to move quickly and with ease while assisting clients or loading, unloading and carrying large packages, knowledge of vehicle preventive maintenance and follow protocols for ensuring efficient operating vehicles, collection of donations and reporting donations according to department policy, ability to follow instructions from immediate supervisor and report any discrepancy of daily activities to immediate supervisor and/or other department managers, advise department managers of complaints and assists in preparing responses to said complaints, must follow Cascade County driving procedures and accident procedures when necessary, complete proper forms in detail when required on instances of accidents and risk management, perform other related duties as assigned.

Knowledge and understanding of: Motor vehicle operations, safe operation of motor vehicles, driving practices that include being courteous to other drivers and operation of the vehicle, motor vehicle maintenance, professional dress and appearance, following directions, ascertaining locations throughout Great Falls, and surrounding community.

Skills in: Operating automatic and standard shift vehicles, understanding and following motor vehicles driving practices and laws, following driving route and maintaining timely schedule, observation of clients and their surroundings, public relations, customer service and communication.

Ability to: Climb and descend stairs for deliveries of meals, assist clients when necessary, lift up to 40 lbs. in order to load and unload supplies of the position, drive vehicles in safe and prudent manner, ascertain changes in clients behavior and/or living conditions, drive within time constraints yet remain calm when work becomes stressful, follow directions from routing form to find location of client, follow directives from

immediate supervisor and/or department head, deal with frequent change, delays or unexpected events in a flexible and professional manner, identify discrepancies or inaccuracies in routes and suggest corrections to supervisor, observe work hours, demonstrate punctuality, work collaboratively with management and co-workers, practice excellent customer service and public relations in support of the Aging Services Department and its functions, observe established lines of authority, identify problems that adversely affect the organization and its functions and offers suggestions for improvements, follow verbal and written instructions, maintain confidentiality, establish and maintain effective working relationships with other co-workers and the general public.

The successful applicant shall serve a 6-month probationary period and will have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the county.

Notice to Applicants: Applicants who are claiming Veteran's or Handicap Preference **must** provide a DD-214 Discharge Document (**Part 4**) or DPHHS Handicap Certification **and** Employment Preference Form with their application for employment so Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.

CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER