

ANNE GRADY SERVICES

JOB CLASSIFICATION: Medical and Direct Services

DEPARTMENT: Direct Support Services

TITLE OF POSITION: ICF Transporter

IMMEDIATE SUPERVISOR: Scheduling Coordinator

NORMAL WORKING HOURS AND SCHEDULES: As Assigned

JOB DESCRIPTION AND WORKER CHARACTERISTICS

KNOWLEDGE/SKILLS/ABILITIES: 1) High school graduate or GED required; 2) Experience working with individuals with developmental disabilities preferred; 3) Knowledge of Anne Grady Services policies and procedures; 4) Ability to cooperate with other personnel; 5) Effective communication skills; 6) Ability to make independent decisions; 7) Ability to flex schedule as needed; 8) Ability to push, pull, bend, sit, stand, and stoop for extended periods of time; 9) Ability to regularly, intermittently, and spontaneously lift, transfer, and reposition individuals; 10) Ability to lift 50 pounds; 11) Valid driver license, proof of auto insurance, clean driving record required; 12) CPR/First Aid required; 13) Medication administration certification may be required.

POSITION RESPONSIBILITIES

1. Provide transportation and accompany individuals receiving ICF Services to medical appointments. Transportation may also include, but not limited to school, day program, and outings.
2. Responsible for the safety of all individuals during transportation. Responsible for the operation of the lift and placing the individuals on and off the lift. Responsible for seeing that all individuals are strapped in with seat belts and wheelchairs are positioned properly in the vehicle. Reports any unsafe condition.
3. Responsible for completing accurate documentation of vehicle, billing, medical/individuals as required.
4. Coordinates vehicle maintenance including bulbs, wipers, cleaning vehicles, and other vehicle maintenance as assigned.
5. Assist with clinic administrative duties; and provides back up coverage for direct care as needed and assigned.
6. Works and presents self positively and professionally to all departments, staff, volunteers, and members of community.
7. Attends and participates in all required in-services, trainings, and meetings.
8. Ensures that individuals are free from abuse and neglect to the extent possible and reports to a supervisor immediately knowledge of any situation that may infringe on or may have infringed on an individual's right to be free from abuse and neglect.
9. Exemplifies Corporation philosophy and follows all policies and procedures.

Job Classification: ICF Transporter

Page 2 of 2

10. Performs related responsibilities, activities, and duties as required.

List of positions directly supervise.
If more than eight, list totals only.
None

Signature of Department Director Date

Signature of Employee Date

Form Pr-105
New: 6/2/2021
Revised: 2/2024