



Position Available: Driver (Community Health Worker)

Location: Akron, OH

Summary:

This is a unique opportunity for a community service-oriented person with good driving and people skills, knowledge of Akron neighborhoods and hospital locations. The primary role of this position is to provide transportation for patients to clinic as per need decided upon by manager or supervisor. Report to Assistant Director of Operations and Lead Front Desk Office Assistant, International Community Health Center.

DUTIES:

- Follow traffic signs and street signs to get to destination.
- Inspect and maintain vehicle, adding fluids and oil as needed.
- Check tires, brakes, lights, and gas.
- Add fuel when running low.
- Maintenance vehicle as needed (oil changes, etc.)
- Regularly maintenance the interior of vehicle (throwing trash away, vacuuming, etc.)
- Read and interpret maps and GPS directions.
- Maintain logs for picking up people and mileage.
- Assist patients/clients in and out of vehicle
- Assist patients to appointments
- Assist patient to area hospital for follow-up appointments if needed
- Assist patient with interpretation if needed
- Assist patient with paperwork if needed
- Assist clients to Community Health Promotions events (usually on weekends) if schedule permits
- Assist with some light office work if needed

In addition to day time hours on Monday, Tuesday, Wednesday, Thursday, and Friday, Monday evening hours are required. Occasional rides for monthly Saturday clinic may be needed.

Qualifications:

- Must have clean driving record
- Must have Ohio Driver's License
- Must have current and valid vehicle insurance
- No reckless driving convictions in the past year.
- No license suspension for points in the past years.
- Must have no more than one moving violation and / or accidents during the last three years
- Employment may be terminated when employee does not observe the rules mentioned above and in ASIA's personnel manual
- Bilingual skills desirable

CONTACT:

Please send cover letter and resume to Mao Vue, Chief Operating Officer (mvue@asiaohio.org). Visit www.asiaohio.org. No phone calls please.

Asian Services In Action, Inc. promotes equal employment opportunities for all applicants and employees. ASIA will not discriminate against any applicant for employment on the basis of race, color, religion, sex, national origin, veteran status, age, sexual orientation, marital status, or the presence of any sensory, mental or physical disability in any employment practice, unless based on a bona fide occupational qualification. Women, minorities, and disabled are encouraged to apply.