



Driver and Driver Aide Job Openings

Harambee is a Swahili word that means "let's pull together."

If you like a challenge and an exciting team environment read more about us.

Harambee Community Services (HCS) is a specialized Adult Day Care Program that provides community based day programs and supported employment activities to adults with developmental and intellectual disabilities. We provide social, recreational, leisure, community, independent living skill development and pre-vocational skill building to individuals who have intellectual developmental and intellectual disabilities, and behavioral and mental health challenges. We exist to support our participants in maximizing their ability to enjoy life, have fun and thrive.

Summary of Job Duties (including but not limited to):

Harambee Drivers and Driver Aides provide safe transportation for our program participants.

- Operates company vehicles in a professional, safe and courteous manner.
- Provides good customer service to consumers, their caregivers and residential providers.
- Follows participant schedules to ensure that all participants arrive in a timely manner.
- Researches the most efficient routes for pick up. Provides door to door services.
- Collaborates with management to schedule and deliver the vehicle for preventative maintenance and repairs.
- Conducts periodic (daily, weekly, monthly) vehicle inspections and reports any safety hazards.
- Assists participants who are non ambulatory by using lifts and other adaptive equipment.
- Maintains up to date documentation of transportation (trip logs, daily safety checklists, maintenance requests).
- Observes and adheres to all traffic and parking laws. Reports any mechanical problems to management.
- Assists in keeping the vehicle safe, secure, clean, operable and in good working condition.
- Participates in meetings as needed. Perform other duties as assigned.

Minimum Qualifications:

- High school diploma or GED required.
- High energy, professionalism and integrity.
- Quick learner with a good sense of humor and irony.
- Excellent communication skills. Reliable, trustworthy and compassionate.
- Ability to be effective in a multilingual, multicultural environment.
- Ability to represent HCS in a professional manner at all times.
- Valid California Driver License (Driver positions) or California ID (Driver Aide positions).
- Must be able to pass TB test & fingerprint clearance.



In addition to the above list, Driver applicants also require:

- Clean DMV record. Must be at least 25 years old. Minimum 3 years of safe driving experience.

Compensation & Benefits:

- \$13.50 per hour.
- Partially paid medical, dental and vision benefits and fully paid life insurance.
- Fully paid Employee Assistance Program (EAP).

APPLY:

**Email cover and resume to hr@harambeekc.org or fax (510) 338-9238
or you may request an application form by emailing hr@harambeekc.org.
Applications can also be downloaded and printed at harambeekc.org/careers**

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