

DATE POSTED: 5/20/19

DEADLINE FOR APPLICATIONS: 5/31/19

# **Job Posting**

## **Driver**

Hours per week: up to 28

Base Location: 108 Pleasant St, Claremont  
109 Bank St, Lebanon

This is a temporary position funded through 3/31/20

Stepping Stone is seeking two (2) individuals with lived experience to provide peer support and transportation.

Must have valid driver's license, violation-free driving record, and reliable transportation to and from 108 Pleasant Street. A company vehicle is available for travel during working hours.

See attached Job Description for responsibilities.

### Training Requirements:

- must be certified in Intentional Peer Support (IPS) or attend the next available IPS training to become certified; and attend Co-reflection and IPS Refresher as required to maintain certification
- must have completed WRAP® Seminar I training or attend the next available training
- must attend annual trainings in Peer Respite
- must attend additional trainings as determined by your supervisor
- must be able to travel out of town and stay overnight for training as needed

### To apply:

Complete an application and give to Shanon Pyatt at Stepping Stone or Susan Seidler at Next Step. For more information please call Shanon at 603-543-1388.

All requests for information and applications are held in confidence.

Consumers and Members are encouraged to apply.  
EOE.

## Job Description – Driver

**Location:** 108 Pleasant Street, Claremont, NH and 109 Bank Street, Lebanon, NH

**Employee Type:** part-time, temporary, non-exempt

**This position is funded by a grant 4/1/19-3/31/20**

**This position is supervised by:** Finance & Operations Manager

### General Responsibilities:

The Driver provides peer support transportation based on the needs of the organization (e.g., staff to meetings, worksites, and trainings) and its Members (e.g., to and from the Centers, trainings, meetings, and community-based services). The Driver promotes the principles and values of Intentional Peer Support internally and within the greater community.

### Specific Responsibilities:

#### General

1. To understand and demonstrate healthy boundaries and model good self-care.
2. To perform other duties as assigned.

#### Peer Support

1. To understand and model Trauma Informed Intentional Peer Support and its values.
2. To understand WRAP® and provide support to Members and Participants working on a personal WRAP®.
3. To understand and uphold the Member Rights and Responsibilities, House Rules, and other Member policies and procedures.
4. To be familiar with the groups and schedules for all agency sites.

#### Transportation

1. To use route navigation apps and knowledge of the area to provide transportation.
2. To interact with passengers in a professional manner.
3. To work scheduled hours including evenings and weekends.
4. To complete daily maintenance checks and notify your supervisor of any issues.
5. To drive in inclement weather, such as light snow.
6. To record trip information as requested on official organization forms.

#### Attendance

1. To be punctual according to the staff schedule or individual notification.
2. To complete staff timesheet accurately and on time, and sign it at the end of each pay period.
3. To check individual staff mailbox on every shift.
4. To submit in writing requests for planned time off by the 15<sup>th</sup> of the month before the time off.
5. To notify your supervisor or the on-call staff as soon as possible in the case of an unplanned absence.
6. To attend staff meetings.
7. To attend all required trainings.

### Minimum Qualifications:

1. High school diploma or GED.
2. Valid driver's license, reliable transportation, violation-free driving record.
3. Minimum of 5 years driving experience.
4. Ability to manage time to ensure adherence to the transportation schedule.
5. Proven ability to adhere to strict confidentiality standards.
6. Willingness to learn.
7. Ability to work independently and as part of a team.
8. Ability to lift a minimum of 25 pounds, walk up and down stairs, and sit for a majority of the workday.
9. Familiarity with GPS devices and maps.

*I hereby acknowledge that I have read and understand that this job description is intended to describe the general content of and requirements for performing this job. It is not an exhaustive statement of duties, responsibilities or requirements. I understand that this description does not preclude my supervisor's authority to add or change duties or responsibilities and understand that the performance of other duties will be required from time to time in order to meet the needs of The Stepping Stone Drop-In Center Association. I have been provided a copy of this description.*

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Signature

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Date