



## Driver (Part-Time) – Adult Day Services

**Location:** Madonna School & Community-Based Services | 6402 N. 71<sup>st</sup> Plaza | Omaha, NE 68104 | 402-556-1883

**Reports to:** Director of Adult Day & Residential Services, Assistant Director of Adult Day Services, Program Coordinator

**Direct Reports:** none

**Internal Peers Include:** Direct Support Professionals, Drivers

Madonna School & Community-Based Services is a ministry of the Archdiocese of Omaha serving youth and adults with diverse abilities, including mild to moderate Intellectual and Developmental Disabilities (IDD) and Autism, through innovative and best-practice programs. Through each program we seek to help Form, Educate, Empower and Employ those we serve so they may achieve their full potential at home, school, work, and in the community.

Madonna's programs include:

- **PK-8 Education** with on-site experts at our two partner schools, St. Pius/Leo, and St. Robert Bellarmine.
- **Secondary Education** with core and functional academics, pre-vocational instruction, community-based learning experiences and many extra-curricular activities.
- **Transition** for young adults ages 18-21, with programs focused on developing the career and life skills that are key for a successful transition into adulthood.
- **Adult Services** for adults ages 21+ who are working hard to achieve competitive employment, independence, and community inclusion. Programs include Day Service, Employment Services, Residential Services, and Family Navigation services.
- **Project Search** a 10-month work training program for adults who exhibit work readiness, operated on the campus of UNMC and Nebraska Medicine and in partnership with the Munroe-Meyer Institute.

### Principal Duties & Responsibilities

- Drive 2 routes in the morning 7a-9a and/or 2 routes in the afternoon 3-5p. You will transport up to 6 individuals to and from their residences to Madonna's campus. You will utilize Madonna's fleet of mini vans.
- Track those you provided transportation for on a spreadsheet and turn into front desk
- Ensure vans are returned with a full tank of fuel using Madonna's fuel credit card
- Ensure all vans are washed regularly and inside is cleaned utilizing Madonna's car wash membership

### Education and Experience

- Prior experience as a driver preferred
- Experience working with children or adults with disabilities preferred

***I have read, understand, and agree to perform the work of this job description.***

---

**Printed Name**

---

**Signature**

---

**Date**