

# Jewish Renaissance Foundation

## Job Description

<b><u>Title:</u></b>	Medical Mobile Vehicle Driver
<b><u>Status:</u></b>	Part-Time/Non-Exempt
<b><u>Program:</u></b>	Federally Qualified Health Center
<b><u>Location:</u></b>	JRF Community Health Center - Edison, NJ
<b><u>Reports To:</u></b>	Director of Health Services
<b><u>Rate:</u></b>	\$17-\$18/hr.

### **Who We Are:**

Established in 1996, the Jewish Renaissance Foundation (JRF) is a nonprofit organization that currently serves more than 6,000 people in Middlesex County each year. On August 11<sup>th</sup> 2015, the JRF was awarded a grant to open up a Federally Qualified Health Center (FQHC) and provide comprehensive, high quality primary and preventative healthcare services to the uninsured and medically underserved residents of the Township of Edison and neighboring communities. As a result, we have been bestowed the unique position to meet the increasing demand for primary and preventative care to these residents by providing adult & family medicine, gynecology, pediatrics, dentistry and mental health/substance abuse services in an ambulatory care setting.

### **Job Summary:**

The Medical Mobile Vehicle Driver is responsible for driving the mobile unit to and from events, as well as ongoing maintenance of the Mobile Medical Vehicle. This includes preparations ensuring overall cleanliness before, during, and after visits; performing equipment checks; and other duties required to support the Mobile Medical Vehicle readiness to operate and accept participant encounters. **Schedule may vary between the hours from 9AM-5PM, not to exceed 15 hours per week.**

*As an FQHC, providing proof of COVID-19 vaccination is a condition of employment at the JRF Community Health Center, unless a religious or medical exemption can be presented and granted by Employer.*

### **Responsibilities:**

- Responsible for picking up the mobile unit from stored site and driving the vehicle to designated clinic sites.
- Responsible for returning the vehicle to the designated storage area, including inspecting the vehicle after use and ensuring the vehicle is secured properly.
- Maintain a clean and mechanically-sound vehicle.
- Ensure the vehicle is charged and generator sufficient before each event assigned.
- Responsible for cleaning the vehicle after each event including sweeping, mopping, and wiping down areas with EPA approved products.
- Responsible for refilling distilled water in the tank and maintain levels after each event.
- Responsible for emptying the hose connectors within the unit at designated locations.
- Perform inspections of the vehicle before and after each route/scheduled visit/activity
- Responds to emergency situations with independent actions and within scope of practice until professional assistance is available.
- Assist patients with getting on and off the unit when required, including operating the lift on the vehicle to assist those with disabilities.
- May load and unload equipment as assigned.
- Maintain adequate fuel levels of the unit.
- Maintains all vehicle maintenance records, transportation logs such as mileage and travel logs.
- Conduct monthly vehicle audits to ensure the effective operations of the mobile unit & prevent possible breakdowns and failures,
- Ensure the Mobile Unit is equipped with the necessary documentation such as registration & vehicle insurance.

- Research and plan for traffic, construction, and weather delays. !
- Responsible for adhering to schedule and utilizing the online time management system to maintain up-to-date records of your time.
- Other duties as assigned by Director of Health Services.

**Qualifications:**

- High School Diploma, GED, or equivalent
- Must have a valid established driver's license with a clean driving record for 3 or more years; driver will be required to submit driver's abstract record.
- Minimum of 2 years of driving experience preferably driving a trailer/bus/RV or similar
- Requires the ability, competence, and confidence to drive the Mobile Medical Vehicle to clinic sites and park as per the site guidelines.
- Ability to obey all traffic laws.
- Familiarity with Middlesex County routes is a plus.
- Must be able to understand and comply with the applicable DOT rules and regulations.
- Must be able to safely assist patients with or without assistance.
- Capable of a flexible work schedule, with possibility of occasional Saturday hours.
- Must be able to interact with client personnel and health care team members in a responsible, professional, and ethical manner.
- Able to fully understand verbal and written instructions.
- Must be able to function effectively in a team-oriented environment.
- Proficiency in speaking Spanish/English preferred, but not necessary.
- Responsible for the following and adhering to Health Center's Quality Standards which includes, but is not limited to: Medical Clearance, immunizations, staff training, CPR, Infection Control, and HIPAA

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If you are interested in this position, please send your resume to: [jobs@jrfnj.org](mailto:jobs@jrfnj.org)

Attention: Director of Human Resources



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