

**WESTVIEW SERVICES, INC.**  
**JOB DESCRIPTION**

**JOB IDENTIFICATION**

Position Title: Coach – Driving  
Program: Site Based and Community Based  
Classification: Non-exempt  
Work Hours: Determined by the Program Design  
Reports to: Program Manager  
Revised: May 2010

**RESPONSIBILITY**

Understand, support and implement the goals/objectives in the client's Individual Centered Plan (ICP). Additionally, develop, support and implement purposeful and age appropriate scheduled activities in keeping with the goals/objectives set in each client's ICP.

**ESSENTIAL FUNCTIONS**

1. Depending on the needs of each client, all or some of the following personal services are to be provided:
  - a) Assistance with self care skills.
  - b) Assistance with physical mobility such as walking, getting up from the ground or floor, transferring from wheelchair to chair and vice versa and in and out of a vehicle and/or bus.
  - c) Assistance with health conditions including seizures.
2. Support, instruct and supervise clients in their daily activities at all times.
3. Drivers must follow all pre-operation and operation policies and procedures, as required. Additionally, adhere to all driving laws and regulations as well as Westview policies and procedures, as required.
4. Maintain ratio requirements at all times.
5. Complete required documentation on a daily basis, accurately and thoroughly and submit on time.
6. Observe clients daily for any physical changes and signs in behavior or demeanor that could be a result of illness, abuse, improper dressing or grooming, medications, etc. Report any observations to your supervisor.
7. Report immediately to your supervisor any incident involving a client.
8. Perform all duties to uphold, respect and advocate for the Clients' Rights.
9. Build and maintain a positive relationship with all Westview care providers, employers, service coordinators, staff and the community; including performing all duties to professionally represent, exemplify and champion Westview.
10. Maintain and protect the confidentiality of all client information.
11. Comply with all state, federal, local laws and regulations as well as Westview policies and procedures.
12. Attend and participate in all mandatory training, in-services and staff meetings.
13. Participate in client assessment, planning and evaluation processes as required.
14. Perform all other duties, as assigned.

**POSITION REQUIREMENTS**

1. On time regular attendance.
2. Must have a valid and appropriate driver's license, as required.
3. Must have current basic liability coverage on personal vehicle and proof of the insurance, as required.
4. Must have a current vehicle registration of personal vehicle, as required.
5. Must maintain a personal vehicle in safe operating condition, as required.

6. Must have a driving record that meets the requirements of Westview policy and Westview insurance carrier underwriter guidelines and requirements, as required.
7. Must comply with Westview's driving policy for employees driving clients.
8. Must be able to drive personal vehicle or Westview vehicle, as required.
9. Must dress in appropriate and clean attire, including no open-toed shoes.
10. Must have passed post offer health physical and TB test.
11. Must have criminal record clearance.
12. Must have current Basic First Aid and CPR certification.
13. Must be comfortable working with adults with disabilities.
14. Must be able to maintain confidentiality.
15. Must exercise good judgment and make competent decisions.
16. Must be able to be flexible, work closely and cooperatively with the entire team.
17. Must be able to read, write and communicate in English.

**PHYSICAL & MENTAL REQUIREMENTS**

1. Able to sit and stand for extended periods of time.
2. Able to walk for extended periods of time.
3. Able to push and pull for extended periods of time.
4. Able to visually see for extended periods of time.
5. Able to hear and listen for extended periods of time.
6. Able to speak for extended periods of time.
7. Able to bend, squat, stretch, twist or reach out with the body, arms and/or legs as required.
8. Able to drive for extended periods of time, as required.
9. Able to assist clients in and out of a vehicle or bus.
10. Able to work outside for extended periods of time.
11. Able to lift 30 pounds.
12. Able to write daily and monthly reports and complete all required documentation.
13. Able to maintain a high level of mental concentration.
14. Able to work in a dynamic environment.

**ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING**

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive, and the job may require other essential and/or non-essential functions, tasks, duties or other responsibilities not listed. Westview Services, Inc. reserves the sole right to add, modify or exclude an essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any job requirement by the employee, is intended to create a contract of employment or any type of contract. Employment is "at-will" and may be terminated at any time by the employee or employer, without cause or notice.

I have read and understand this job description and I have received a copy.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date