

Catholic Family Center is seeking a **part time, bilingual Case Aide/DRIVER** for our STAR (Support to Aging Residents) program in the Aging & Adult department. Must be able to communicate in both Karan and English. Previous experience working as a driver strongly preferred. Must have availability to work Monday – Friday between 8 am and 5 pm. 20 hours per week

### **General Description:**

Under general supervision, provides non-medical home support services to program clients. Must have own vehicle to transport clients. Must be able to communicate well in both Karan and English.

### **RESPONSIBILITIES & DUTIES**

Provides program services to clients.

Provides grocery shopping, transportation, prescription pick-up, banking, friendly visiting, light chores and essential errands.

Keeps clients apprised of available community resources.

Attends required program and department meetings.

Participates in and follows up program fundraising activities.

Maintains accurate activity records.

Keeps accurate mileage records.

Maintains client service schedules.

Checks with the office for messages once a day.

Completes quarterly reports on client progress and status.

Is aware of and actively supports the Agency's Core Competency initiatives of being Collaborative and Community Focused, Innovative and Entrepreneurial, and Culturally Competent and Diverse.

### **Qualifications**

**EDUCATION:** High School Diploma/equivalency preferred.

**EXPERIENCE:** 1 year working or volunteering in a Human Service capacity preferred.

**OTHER:** Must have current valid driver's license, insurance and inspection sticker and be able to provide verification.

Must own, lease, or have access to a four door passenger car i.e. sedan, station wagon, etc.

Must be able to lift at least 20 lbs. in one or both hands.

Must be able to climb one flight of stairs (up to 20 stairs).

Must be willing to go to all areas served.

**Physical Demands/Work Environment:** The physical demands/work environment described here are representative of those that must be met by an employee to successfully perform the essential

functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, talk, hear, stand, walk, use hands to type and/or perform light lifting. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus. The noise level in the work environment is usually quiet.

Compliance: Adheres to all applicable federal and state laws and regulations including, but not limited to, those governing confidentiality, privacy, program, billing and documentation standards. All duties must be performed in accordance with CFC's corporate compliance program. Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive. Employees will follow other instructions and perform other related duties as required.

**Candidates interested in applying may do so online:**

<https://www.cfcrochester.org/about/careers-at-cfc>

OR, cover letters/resumes may be submitted to [HASpencer@cfcrochester.org](mailto:HASpencer@cfcrochester.org)

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