

## Job Summary

**Order Number:**

NY1450656

**Date Job Order Received:**

01/26/2023

**Number of Openings:**

2

**Company Name:**

Liberty Home Care/The HomeCare Partners, Inc.

**Job Title:**

NonEmergent Medical Transportation NEMT

**Minimum Experience Required:**

1 year

**Job Description:**

Niagara Falls. Liberty Home Care. Non-Emergent Medical Transportation NEMT. FT 37.5 hrs wk. 1st/2nd shifts, 6am open 6pm close. Responds to agency requests to transport non-emergent patients to or from locations of service. Assists passengers in boarding and exiting the vehicle. Drives van using extreme caution and defensive driving techniques. Provides excellent customer service and assures passenger safety at all times. Completes vehicle pre and post visual inspections and reports malfunctions as necessary; cleans and fuels vehicle. Duties & Responsibilities Support the mission, vision, values and goals of Liberty Home Care. Maintain confidentiality of information collected and contained in documents. Be familiar with company driving policies/standards and always drive in a safe and responsible manner. Greet passengers in a friendly and professional manner. Transport passengers to and from previously scheduled locations in a safe and timely manner. Project a professional image and attitude when interacting with passengers, the public and other employees. Assist wheelchair and non-wheelchair bound passengers to enter and depart vehicle and into and out of pickup/drop-off points. (Stairs may be involved.) Provide ancillary assistance to passengers (i.e. holding umbrellas in wet weather, loading and unload baggage and luggage.) Wear a seat belt at all times when riding in company vehicles and require passengers to do the same and assist passengers with seat belt and insuring they remain seat belted during transport. Ensure that wheelchairs are secured to the vehicle. Be familiar with safe lifting and moving techniques. Be familiar with the proper use of all vehicle safety equipment. Assume responsibility for cleanliness of vehicle on a daily basis. Be familiar with navigation equipment and capable of navigating in all response areas of the company. Other duties as assigned. Qualifications High school diploma or equivalent required. Medical transport experience preferred Experience with Microsoft Word, Excel, and Outlook. Flexibility for a variation in start and end times based on operational and staff demands. Evening, weekend and holiday work may be required Collaboration and problem solving Organized and efficient Functions well independently Prioritizes work needs and ability to multi-task Communication verbal and written Licensure/Certifications Valid New York State Drivers License Work Conditions Prolonged

sitting Intermittent reaching, stooping, bending, kneeling, and crouching Write, read, and comprehend English Will operate a vehicle in all season conditions Finger dexterity related to typing, keypads, filing Exerts up to 50 pounds of force for lifting, pulling, pushing Subject to a drug screening, medical exam and criminal background check. To apply, contact the employer, by email, or on-line: Email: [kenneth.hatton@libertyhomecare.org](mailto:kenneth.hatton@libertyhomecare.org) Web-site: <http://www.libertyhomecare.org>

**Job Location:**

Niagara Falls, New York

**Pay:**

\$15.50 - \$16.50 Hourly

**Benefits:**

Health Insurance, Dental Insurance, Vacation, Sick Leave, Holidays, Retirement/Pension

**Hours per Week:**

37

**Duration:**

Full Time, Regular

**Work Days:**

Monday thru Friday

**Shift:**

Varies

**Public Transportation:**

Information not provided.

**Minimum Education Required:**

High School Diploma

**Driver Licenses, Including Endorsements:**

Class D (Operator)

**How to Apply:**

To apply, contact the employer, by email, or on-line:

Email: [kenneth.hatton@libertyhomecare.org](mailto:kenneth.hatton@libertyhomecare.org)

Web-site: <http://www.libertyhomecare.org>