

*“In response to the love of God, Wesley Senior Ministries is dedicated to providing excellent housing and services which enhance the quality of living for elderly persons and their families.”*



# WESLEY HOUSING CORPORATION OF MEMPHIS, INC.



**Job title: Supportive Services (With driving duties)**

**Division/Department and Location: Memphis, TN**

**Reports to: Community Manager/Administrator/Assistant Manager**

**Essential Duties and Responsibilities:**

Cares for the resident/client by providing essential supportive services including driving, assisting resident load and unload on vans and buses, operate the wheelchair lift on equipped vehicles, assists residents loading and unloading their belongings, and other duties as assigned and delineated in current policies and procedures.

May be assigned to schedule activities for residents to keep them engaged. Provides supplies necessary for the residents to participate in scheduled activities. Reserve necessary space or facility for scheduled activities.

May be assigned to schedule and supervise Community events in accordance with current policies and procedures.

May be assigned to schedule educational activities and guest speakers.

Supervise residents while on trips outside the facility. Ensure safety of residents during transportation through vehicle restraints, and cautious driving. Tour the bus/van prior to any idle period for the bus/van to ensure all passengers have disembarked.

Ensure all residents who were transported understand the transportation schedule for return.

Responds promptly to resident/client needs to manage difficult or emotional situations.

Treats residents/clients with respect and consideration at all times.

Responds to unusual circumstances and reacts well under pressure.

Observes safety and security procedures and reports potentially unsafe conditions to the Community Manager/Administrator/Assistant Manager in accordance with current policies and procedures.

Stay current with associated and necessary DOT publications and requirements

Complete all preventive maintenance in accordance with manufacturer's requirements and current policies and procedures

Ensure safety of vehicle through preoperational and post operational checks

Ensure vehicle is repaired when needed

Ensure all logs and check sheets are completed and turned in at scheduled times

**Education and/or Work Experience Requirements:**

- Must have high school diploma or GED
- Must possess commercial driver's license.

**Physical Requirements:**

- Ability to safely and successfully perform the essential functions of the job consistent with the ADA, FMLA and other federal, state and local standards including meeting qualitative and/or quantitative productivity standards in accordance with published policies and procedures.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards and current personnel policies
- Must be able to ambulate, bend, stoop and reach. Must be able to perform heavy work including lifting and carrying up to 50 lbs.

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- Must be able to talk, listen and speak clearly
- Must be able to provide personal transportation
- Must have a cell phone and agree to its use
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.
- Must be able to pass a DOT physical

**Hours and salary: Full-time, 40 hours per week hourly position. Salary will be based on verifiable work experience related to position. EOE.**

**Full-time employees are offered a wide range of benefits including PTO, paid holiday, retirement plan, FSA, and insurance offerings. In addition to those benefits we offer educational assistance and personal leave.**

**To apply please send resume to: [Human\\_Resources@wesleyhousing.com](mailto:Human_Resources@wesleyhousing.com) OR fax to: 901.380.4910.**