



## **VACANCY FOR A FULLTIME POSITION OF: Driver/Program Assistant**

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### **Function Objectives:**

To facilitate and organize transportation of clients, the upkeep of the Faraja's bus and car in a manner that professional guidance/transportation of the clients of the Mental Health Foundation is made possible. The objective is to enhance mental health care for the clients within the legal framework of the country as well as other agreed procedures of the organization. To perform a variety of work, guidance and transportation with regards to safety of staff and clients as priority.

### **Qualifications**

- High school diploma.
- Valid Driver's license B and D.

### **Knowledge**

- Is responsible for the transportation and guidance of the clients with the main focus on their independence and safety.
- Monitors the clients and reports changes in behavior immediately to **Coordinator**.
- Under general supervision of the Faraja Day center Coordinator, performs a variety of work in general and in support of the clients scheduled program.
- Upkeep the Faraja's vehicle ( Bus and Car ) external and internal
- Inspects Faraja's vehicles and checks gas, oil, water and all lights, brakes, and safety equipment before and after driving;
- Actively guides group activities assigned to him/her.
- Observe the clients in the bus and within the building and report observations to Psychiatric Aides on a daily basis.
- Support with outside errands, to provide transportation for kitchen grocery shopping.
- Preferably 3 years or more experience in Bus driving.

### **Social Skills**

A service-oriented, positive and appropriate attitude is required. Requires well-developed social skills and self-confidence is necessary. Ability to work independently, as well as in a group. Ability to peacefully solve problems where so required.

### **How do you apply?**

Please submit an application letter and resume, copies of diplomas/certificates and a copy of your ID/passport to [cellis@mhf-sxm.com](mailto:cellis@mhf-sxm.com) and [vhixon@mhf-sxm.com](mailto:vhixon@mhf-sxm.com)