**Purpose:** Provide limited direct supervision, this person is responsible for working safely and maintaining a safe work environment, for the scheduling of Immanuel Lutheran communities’ drivers and vehicles, scheduling and overseeing the readiness of the vehicles, driving residents and guests when not performing planning and logistical demands of the position. Required to be available (on-call) for several months each year, ready to report to work at all hours to drive or attend to other matters relevant to this role.

Essential Functions:

* Be exemplary at working and driving safely. Responsible for the safe operating condition of all ILC vehicles. Deal with safety risks that you observe, and anticipate risks by being constantly situationally aware.
* Be hospitable, creative and act responsibly in meeting the transportation requests of residents and guests.
* Protect & maintain confidentiality, demonstrate proper respect for residents’ privacy and comply with HIPAA protections. Instruct others in maintaining privacy of residents.
* Create and distribute, in a timely manner, equitable work schedules for drivers.
* Oversee the scheduling and performance of cleaning, maintenance, vehicle records and repairs for all ILC vehicles and any other equipment related to the performance of this role.
* Assure that residents and guests get safely and punctually to all scheduled activities.
* Assist nursing and other staff to verify that guests and residents are dressed appropriately and have any needed assistance equipment (example: walkers) or documents, before leaving the ILC campus or locations they are traveling from.
* Assure that drivers complete necessary training before driving.

**Minimum Education, Skills, Knowledge, Work Experience:**

* High school diploma or equivalent
* At least 25 years of age, to meet insurance requirements
* Success in a previous position requiring similar organizational skills
* Read, write, and speak conversational English. Understand, and be able to communicate (reading, writing and speaking), English required to effectively perform the responsibilities of this role.
* Ability to recognize the medical conditions typical in this environment, which impact residents’ and guests’ transportation.
* Effectively communicate by e-mail, phone and text. Effectively use MS Office programs & office equipment required to perform this job.

**Expectations of Immanuel Lutheran Communities Employees:**

* The ability to work well in a team environment
* Effective interpersonal, verbal, and written communication skills
* The ability to establish and maintain relationships with residents, customers, and coworkers
* The ability to learn new tasks and information and apply to serving others
* A commitment to delivering on responsibilities
* Reliability, professionalism, and a strong work ethic

**About Immanuel Lutheran Communities**

Immanuel Lutheran Communities is a not-for-profit, Life Plan Community located in Kalispell, MT. Thanks to our creative and dedicated staff, we offer residents new possibilities each day – along with resort style amenities, numerous options for healthy lifestyles, and a breathtaking location in the Flathead Valley near Glacier National Park. Immanuel Lutheran Communities is the primary residence for 300 older adults living in our independent villa apartments, assisted living and memory support residences, our post-acute rehab and long term care residences and includes multiple dining rooms, a fitness center, art studio, and more. Immanuel Lutheran Communities is affiliated with the Evangelical Lutheran Church of America and is committed to its philosophy of providing a faith-based environment to enrich the lives of older adults while maintaining its local and regional reputation as the leader in senior living for its quality of services and innovation.

**What We Offer:**

Immanuel Lutheran Communities offers a competitive benefits package\* that goes above and beyond. Benefits eligible employees can take advantage of:

* 401(k) program with strong employer match
* Generous paid-time off (PTO) program including vacation days, sick days, personal days, and holidays. Earn-as-you-go plan that rolls over year to year, offering flexibility
* Medical benefits
* Optional dental insurance
* Tuition reimbursement promoting lifelong learning
* Employee wellness programs
* 501(c)3 public student loan forgiveness program
* Free and Discounted employee meals

\*Benefits are subject to change without notice. Benefits details dependent on employment status.

**Immanuel Lutheran Communities is a drug-free workplace and an Equal Opportunity Employer.**

***If this sounds like you, then please apply for this position. When applying, please include all work history. List your employers, starting with the most current/recent, including self-employment. Please do not state "refer to resume." For more information please call our HR group at 406.752.9144.***