



Transport Driver (Multiple Locations)

Northwest Counseling and Guidance Clinic (NWCGC) is a mental health agency that provides intensive, therapeutic services in many locations statewide to children and adolescents who have severe emotional disorders. The Transport Driver provides transportation services for clientele as directed by the Transportation Services Coordinator or Program Coordinator.

NWCGC is seeking drivers for the following areas:

- Amery
- Black River Falls
- DePere
- Eau Claire
- Fox Valley
- Frederic
- New Richmond
- Rhinelander/Tomahawk
- Siren
- Steven's Point
- Superior
- Wausau
- Wisconsin Rapids

Essential Duties and Responsibilities (Other duties may be assigned):

- Provide transportation services as is necessary and appropriate for the clientele.
- Communicate effectively and appropriately with clientele, facility staff, supervisors, and co-workers. This includes both verbally and in writing if necessary.
- Complete vehicle maintenance as directed by Transportation supervisor.
- Complete documentation related to transportation services and/or clientele issues that may occur during a scheduled trip, in accordance with certification, funding source, contracting agencies, and program standards.
- Coordinate with treatment team members to develop the appropriate level of service to the clientele.
- Obey all state traffic laws and regulations as well as NWCGC related policies and procedures

Qualifications -- Education and/or Experience

- Must be at least 21 years old
- Must possess a valid Driver's License
- Able to pass driving history standards for insurance company, 3rd party payers, and other regulatory agencies working with Northwest Transportation Specialists.
- Must pass a pre-employment urine Drug Screen and follow-up random drug screens.
- Must pass a Federal Background check

Physical Demands / Work Environment

- Ability to meet physical demands to safely operate vehicle.
- Ability to safely assist members in wheelchairs/ scooters while loading or unloading from vehicle (if applicable for position).

Starting pay: Competitive Hourly Wage

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

NWCGC is an equal opportunity employer

To apply, email resume to Matthew Barton:

MattB@nwgc.com

Or Mail to:

Matthew Barton
300 S. Sixth Street
DePere, WI 54115