



*Enhancing and empowering the lives of persons with disabilities through specialized job training and community supports*

## **DSP NMT Driver**

### **Job Summary:**

The NMT Driver brings prior driving experiences to the supported employment environment of Whole Latte Love Café. In this role, the NMT Driver will be responsible for transporting people with disabilities (Trainees) to and from their homes to the café in a 12-passenger vehicle. The NMT Driver will receive training as a *Direct Service Professional (DSP)* to be qualified to work with WLLC Trainees, who desire to lead self-directed lives and become productive community members. The NMT Driver role requires flexibility, creativity, and commitment to ensuring a safe commute with clear, specific, timely, and respectful coaching efforts.

The *DSP NMT Driver* provides Trainees with conversations and feedback by reinforcing habilitation concepts related to work, including responsibility, attendance, task completion, problem-solving, social interaction, motor skill development, and safety awareness. The *DSP NMT Driver* will also be responsible for inspecting the company vehicle and documenting provided services via a Chromebook. This position works cooperatively with other WLLC staff in support of the Trainees. All WLLC staff are expected to build trusting relationships with their colleagues, Trainees and their families, and referring agencies.

### **Responsibilities of the DSP NMT Driver:**

A successful DSP NMT Driver will perform the following job responsibilities:

- Completes required role of a direct support professional training, and annual training requirements
- Understands rights of individuals set forth in Rule 5123.62
- Supports individual service plans and service outcomes
- Physically assist riders entering and exiting vehicles, safely handling any assisted devices
- Recognizes and reports major unusual incidents and unusual incidents
- Accurately completes and submits state-mandated documentation for services through an electronic software program.
- Observes WLLC best practices and organizational standards as noted in the Employee Handbook.
- Builds trust among individuals served
- Demonstrates competence with operating a 12-passenger company vehicle in a safe manner
- Performs daily inspections of company vehicle prior to transporting
- Abides by all traffic laws
- Performs other tasks as assigned by the Supervisor

Rule 5123-9-18

### **Important Qualities:**

- Demonstrates practical and ethical reasoning in making independent judgments.
- Presents with a flexible and calm demeanor.
- Promotes a positive, team-based work environment.
- Demonstrates integrity, respect, cultural sensitivity, quality service, and excellent communication skills.
- Demonstrates sound judgment and strong time management skills.

**Requirements:**

- High School Diploma or GED
- 18 years of age or older
- Holds a valid Ohio driver’s license with fewer than 6 points and is covered by valid liability vehicle insurance as specified by Ohio law.
- First Aid and CPR certification
- Signed attestation that he/she has not been convicted of, pleaded guilty to, or been found eligible for intervention in lieu of conviction for a disqualifying offense.
- Ability to read, write, and understand English
- Ability to pass a controlled substance test
- Ability to pass a criminal (FBI / BCII) background check
- Immediately notifies WLLC, in writing, if one accumulates six or more points on his/her driving record or if his/her driver’s license is suspended or revoked.

OAC Rules 5123-2-08 and 5123-2-02

**Our Culture:**

Our program strives to promote the value of diversity, dignity, and the quality of life for persons who are differently-abled. If you are looking to build more leadership and meaningful training skills, this role is for you!

**Job Information:**

- Location:** North Canton, Ohio
- Job Status:** Hours Vary, Non-Exempt, Part-Time Position
- Pay Range:** \$15.00 - \$17.00 per hour depending upon experience
- Reports To:** Director of Operations

I acknowledge that I have read and understand the above job description in its entirety and am capable of meeting/performing all stated requirements with or without accommodations.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Director of Operations

\_\_\_\_\_  
Date

*\*Per Rule 5123-9-18, we, “as an Agency Provider are required to obtain a driving record prepared by the bureau of motor vehicles no earlier than 14 days prior to the date of initial employment as a driver and at least once every three years thereafter”. We are also required to have our “vehicle inspected and determined to be in good working condition at a frequency of at least once every twelve months by the Ohio state highway patrol safety inspection unit or by a mechanic certified by an automotive dealership or the national institute for automotive service excellence”*