LEAVITT

TRANSFER
Personnel

The role of a Leavitt's transport driver is very important. This position is responsible for providing professional and respectful transport of the deceased to our facilities in a timely manner. The job description includes transporting the deceased to their assigned destinations and being on call nightly from 5:00 PM to 8:00 AM. It is important to have a good driving record and pass a background check. Applicants should be 21 years of age and willing to work nights and weekends. They should be able to work with other people and have good communication skills. Our transporters get involved in other parts of our funeral services including serving as pallbearers and greeters.

The job description covers four key areas of your position; Core Competencies, Job Responsibilities, Job Requirements and Physical Requirements.

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POSITION DESCRIPTION

Core Competencies

Leavitt Funeral Homes (LFH) Transfer Personnel should excel in four primary areas of competency: (*more detail and training will be provided)*

- **Leadership Ability:** Customer Focus, Integrity/Credibility
- **Results Orientation:** Self-Motivation, Achieving Results
- **Communication and Empathy:** Empathy, Communication and Teamwork
- **Managing Change, Resources & Details:** Managing Resources and Change, Attention to Detail

Job Responsibilities

We are seeking highly motivated self-starters as transport specialist. This position is responsible for providing professional and respectful transport of the deceased to our facilities in a timely manner. The successful candidates will be on call nightly from 5:00 PM to 8:00 AM. This is a part time position with flexible days. The LFH Transfer Personnel's responsibilities are the following but are not limited to only these:

- Be on call 5:00 PM to 8:00 AM.
- Transfer deceased from place of death to funeral home.
- Communicate accurately all information from care facilities, families, and other medical staff to funeral home personnel.
- Understand the terminology and processes involved in funeral arrangements, training will be given.
- Ensure that all required paperwork is completed timely and accurately.
- Have ability to work in sensitive and stressful situations.
- Maintain a caring and compassionate demeanor.

Job Requirements

- Must have a valid driver's license
- Clean driving record
- Must be 18 years or older
- Strong verbal communication skills
- Must have all medical vaccinations up to date and provide documentation
- Maintain attention to detail

Physical Requirements

- Maintain physical agility to lift 225 lbs. with assistance
- Maintain physical agility to lift 125 lbs. without assistance
- Able to pass pre-employment drug screening
- Maintain a professional appearance at all times
- Live within a 20 to 30 minute response time to our facility in Parkersburg

Hourly Rate

An Hourly Rate pay for this position has been established at $13.75 hour, which is paid to you on a bi-weekly pay period basis. Part-Time On call position.

Transporter will also receive a $30 to $60 per diem depending on your role.

This position description in no way states or implies that these are the only tasks to be performed by the employee occupying this position. The employee will be required to follow any other instructions and to perform any other position related duties requested by his or her supervisor. • Requirements listed may be subject to change at any time and are representative minimum levels of knowledge, skills, and/or abilities. To perform in this position successfully, the employee must possess the abilities and aptitude to perform each task proficiently. • Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this position at any time. • All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other team members. • This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. • Leavitt Funeral Home is an Equal Opportunity Employer.

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JDS100322

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