



Haverhill

Human Resources Department, Room 306
Phone: (978) 374-2357 Fax: (978) 374-2343
Denise McClanahan, HR Director – dmcclanahan@haverhillma.gov
Christina Carrie, HR Technician – ccarrie@haverhillma.gov
John DelRosso, HR Technician – idelrosso@haverhillma.gov
Bridget Panniello, Head Clerk/Floater – bpanniello@haverhillma.gov

October 21, 2025

Job # 2025-54

ANTICIPATED OPENING PLEASE POST

POSITION:

Driver/ Trip Planner
Human Services

HOURS OF WORK:

Up to 19 Hours Per Week
Schedule to be determined (based on enrollment and need)

SALARY:

\$25.00 per hour
(Non-union schedule)

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Plan day trips such as shopping trips, museums, lunches etc. Transport Seniors from Council on Aging to venue and return to Council on Aging.

Assist passengers in getting on and off the mini-bus by opening the doors, and offering physical assistance to any passengers who need it. Assist with up to two bundles and/or packages and be certain person has actually entered their house. Physically escort client to destination, if on an out of town trip.

Observe health changes and changes in habits of clients and report any physical and/or personality changes to the supervisor. Know and follow agency policy regarding unresponsive pick-ups.

Treats passengers with care and respect at all times. Maintain First Aid kit supplies and inform the Director of Public Health when supplies need to be replenished.

Utilize/operate mobile communications system, lock and secure vehicle at end of each day, and other related duties, as assigned. Maintain the cleanliness of city vehicle at all times. Vehicle must be properly maintained and service appointments made. Keep daily written check on the vehicle and report deficiencies/problems to supervisor. Keep daily records of mileage and submit to supervisor. Adhere to transportation policies as determined by supervisor.

Deliver literature to sites within the city when requested. To perform other duties as required by the Director of Public Health.



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MINIMUM QUALIFICATIONS/EXPERIENCE:

Valid Massachusetts Driver's License and excellent driving record. High School Diploma/GED required with 2 years' experience working with Senior Citizens. Courteous, well mannered and sensitive to needs of elders. Knowledge of existing social services helpful. Knowledge of streets/roads/community facilities. Ability to understand and follow oral instructions. Ability to establish and maintain effective working relationships with peers and supervisor. Ability to perform duties with some latitude for individual judgment. **Attendance is mandatory.**

Mandatory driver training may include:

- Defensive Driving-required every two years
- Accessible Lift Use & Passenger Securement-required every two years
- Disability Awareness- required every three years
- Drug & Alcohol Awareness Safety Sensitivity-required upon hiring
- Certification in standard first aid/Recertification
- Certification in Cardiopulmonary Resuscitation (CPR)/Recertification

PHYSICAL REQUIREMENTS:

Frequent strenuous physical effort required; ability to lift and carry on a frequent and continuous basis, weights up to fifty pounds (50 lbs.). Required to bend, kneel, reach and squat frequently throughout a work shift. Frequent movement in and out of vehicle, buildings, and houses. Must be able to pass pre-employment physical and random drug & alcohol screening.

This position requires Drug and Alcohol testing in compliance with the Department of Transportation regulations and the City of Haverhill's Drug and Alcohol policy.

CLOSING DATE: MONDAY NOVEMBER 3, 2025

APPLICATION IS AVAILABLE ONLINE AT:

www.cityofhaverhill.com/departments/human_resources/job_opportunities.php

Application can be saved and sent as attachment when applying online. Cover letter, application and resume should be sent to: CITY OF HAVERHILL HR DEPARTMENT AT HRD@CITYOFHAVERHILL.COM

PLEASE REFERENCE JOB # 2025-54

"The City of Haverhill is an AA/EEO/ADA Employer."