



Rio Arriba County **VACANCY NOTICE**

JOB TITLE:	VAN DRIVER
Department:	Seniors
Locations:	Española, Chama/ Tierra Amarilla Coyote
Hourly:	VD-6 Per Schedule
Position Status:	Full-Time (30 hours per week)
FLSA Status:	Non-Exempt
Closing Date:	Open Until Filled

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

Primary Purpose:

Under general supervision of the Senior Center Site Coordinator/Manager or designee, the Van Driver provides a variety of transportation and meal delivery services for seniors.

The general level and nature of this position are described in the headings below. This is not an all-inclusive list of all responsibilities/duties/and skills required of personnel in this classification. Duties/responsibilities and activities may change at any time with or without notice.

Essential Job Functions:

- Provides transportation services to seniors throughout the community such as taking seniors to senior centers, shopping, pharmacists, recreational activities, etc.
- Provides assistance to seniors boarding and disembarking from the van at all times
- Assists with meal preparation and packaging of meals
- Provides home delivery of meals to seniors throughout the community
- Obeys all traffic laws
- Conducts daily vehicle check to include but not limited to:
 - Checking oil
 - Checking Tire inflation
 - Interior and exterior check of vehicle
 - Checking Windshield fluid
- Reports to Site Coordinator/Manager
- May present to the County Commission and/or County management.
- Maintains confidentiality of all privileged information.
- Contributes to a team effort.
- Performs other duties as assigned or required.

Knowledge / Skills:

- Ability to multi-task in a fast paced environment
- Ability to work with minimal general supervision
- Compassion and ability to work with the elderly
- Ability to get along with others
- Ability to act in an independent and conscientious manner using sound judgment.
- Ability to maintain confidentiality.
- Ability to handle multiple tasks and meet deadlines.
- Ability to communicate effectively, both orally and in writing.

Minimum Qualifications

- High school diploma or GED
- Ability to communicate effectively, both orally and in writing.
- Knowledge of all traffic laws and regulations pertaining to public transportation
- Able to understand all gauges in van, judge distances and speed to ensure the safety of passengers
- Ability to work with minimal supervision
- Good driving record for the past three years
- At least three years' experience as a driver transporting others (must show experience in job application)
- Be able to communicate with the elderly
- Must not have been convicted of a felony.
- Experience transporting passengers
- Experience driving in all weather conditions
- Experience assisting in a commercial kitchen environment

Working Conditions:

Work is performed in a commercial kitchen/cooking environment as well as driving a passenger van/vehicle with a moderate noise level, occasionally working under stressful conditions and for extended periods of time. Work is performed in facilities within Rio Arriba County. This position is routinely exposed to Visual/Video Display Terminal (VDT) and extensive personal computer and phone usage. Evening, holiday, and weekend work outside of normal business hours may be required as well as travel and attendance at meetings.

Each and every county position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:

- Demonstrate regular and reliable attendance;
- Work well with others and participate fully in a team-oriented environment;
- Interface with other employees and customers in a courteous and respectful manner;
- Project positive support of their department and all county organizations at all times; and,
- Maintain and enhance the county's commitment to customer service excellence.

Working Conditions for individual positions in this classification will vary based on each departments' utilization, essential functions and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Conditions of Employment:

Successful completion of thorough background investigation. Must pass a pre-employment drug screening and MVD check. Employees must comply with the safety guidelines of the county and follow the HIPPA Guidelines Manual - Policies and Procedures. Must possess and maintain a current driving course certificate from Rio Arriba County or must pass and receive a defensive driving course certificate within thirty (30) days of the date of hire as a condition of continued employment.

Please send an e-mail with your Letter of Interest, Resume and [Job Application](mailto:JobApplications@rio-arriba.org) to JobApplications@rio-arriba.org