



AIDSAlabama  
Housing Is Healthcare

## Job Description ~ Open Position *Van Driver*

Reports to	Transportation Coordinator.
Benefits Include	Zero cost for single/individual BCBS Medical, Life, AD&D, STD, and LTD; Cafeteria Plan (FSA & DCA), Dental, Vision, Retirement with 50% match; Generous Paid Time Off and Extended Leave, Fifteen recognized Holidays, and more.
Hourly Rate of Pay	\$15.00.
Minimum Requirements	<b>Must be available to work full time hours including some weekends;</b> High school diploma (or equivalent); Knowledge and implementation of client confidentiality and rights per HIPAA; Safe driving record, valid Alabama driver's license, reliable transportation, acceptable auto insurance limits, and proof of COVID-19 vaccination(s); Must successfully complete pre-employment process.
Preferred Qualifications	Experience in a non-profit setting.
Overall Mission	Responsible for providing client-centered direct transportation services for all eligible consumers who request transportation.

### Areas of Responsibility

1. Transport AIDS Alabama's consumers to medical appointments, social service appointments, and agency events in an organized and timely manner.
2. Must be able to safely drive a 16-passenger van.
3. Working knowledge of various GPS devices, Google maps, and MapQuest.
4. Must be able to drive for long distances requiring early departure and late return, as necessary.
5. Maintain accurate and up-to-date documentation of transportation provided to clients including odometer readings.
6. Maintain a current, valid State of Alabama driver's license and automobile insurance and provide copies of these items to the agency as they are renewed.
7. Ensure proper maintenance and cleaning of agency vehicles and submit all receipts, invoices, and documentation to Supervisor.
8. Responsible for purchasing fuel for the agency vehicles.
9. Communicate all transportation or client issues immediately to Supervisor or Executive Director.
10. Assist Programs including, when needed, loading and unloading furniture items.
11. Other duties as assigned.

### Work Environment

1. Schedule: Work hours are full time; will include some weekends and holidays.
2. Physical: May lift up to 50lb occasionally; long periods of standing, stooping, bending, and sitting. Employee must be able to climb stairs, read documents and respond to written communication, hear and understand the English language.
3. Cultural: Must be comfortable working with individuals and/or family members living with HIV (or other STIs), as well as those with impaired cognitive behaviors, individuals experiencing homelessness, LGBTQ individuals, and members of various racial/ethnic communities.

### Overall Expectations

Represent the agency through all methods of communication in a way that reflects the agency's mission. Adhere to all AIDS Alabama Policies, Procedures, and Guidelines (including, but not limited to, Human Resources, Finance, Operational, and Housing) as presented and as adapted. Establish a strong, solid line of communication with all levels of employees and external business partners. All employees are expected to perform and communicate openly, effectively, and professionally with staff members, consumers, and external business partners.

Must be willing and able to complete all trainings in obligatory timeframes. All employees are expected to perform in a mature, professional, business-like manner. Participation in agency activities, testing events, and fundraisers is expected as necessary and requested. Be aware that breach of confidentiality is grounds for dismissal. This job description can be modified to reflect additional tasks.

AIDS Alabama expects staff to create a safe space in which all people are valued, respected, and treated with dignity; sexuality is accepted as a healthy part of being human. In such a space, all people would be celebrated for who they are and provided with the economic, educational, and social opportunities to reach their full potential.

**AIDS Alabama is an equal opportunity employer.**

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Employee's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources signature

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Date