

NOTICE OF EMPLOYMENT OPPORTUNITY GREENE COUNTY VETERANS' OFFICE DRIVER

The Greene County Veterans' Office, Bloomfield, Indiana, seeks to hire a full-time driver to transport veterans to and from medical appointments as scheduled. The successful applicant will be responsible for completing a variety of duties, including but not limited to picking up clients in various locations and transporting to medical appointments as scheduled; assisting clients with entering and exiting the vehicle and otherwise assuring passenger safety; occasionally picking up special medical items or durable medical equipment per client request; maintain appearance of departmental vehicle and monitor service needs; and maintain record of appointments for each client transported. Hours are from 5 AM to 2 PM Monday through Friday. The work week is a 40-hour work week. Vehicle is provided by employer.

Minimum Qualifications:

- High school diploma or GED.
- Valid Indiana driver's license and demonstrated driver safety record.
- Thorough knowledge of and ability to make practical application of traffic and safety regulations pertaining to public passenger conveyance, and ability to operate assigned motor vehicle safely.
- Working knowledge of local streets, roads, and residential addresses as well as routes to VA hospitals out of town.
- Ability physically to perform essential duties of the position including driving a motor vehicle for long periods, bending, stooping, lifting and handling objects.
- Ability to work alone with minimum supervision and with others in a team environment.
- Ability to work on several tasks at the same time and to work rapidly for long periods, occasionally under time pressure.
- Ability to communicate effectively with coworkers, hospital personnel, clients and their families, including sensitivity to professional ethics, gender, cultural diversity, disabilities, and confidentiality.
- Ability regularly to work extended hours and travel out of town, but not overnight.

Applications:

Interested persons should request a detailed job description by contacting Richard Nichols at the Greene County Veterans' Office at 217 E. Spring Street, Suite 4, Bloomfield, IN 47424; (812) 384-2031; or via email richard.nichols@co.greene.in.us. Resumes must be received by the Greene County Veterans Office no later than **4:00 p.m. on August 21, 2020**. Following the receipt and review of resumes submitted, the Greene County Veterans Office will schedule interviews with prospective candidates.

Salary

Position is an hourly position budgeted for 2020 at \$15.92 per hour.

GREENE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.