



**AIDSAlabama**  
Housing Is Healthcare

## Open Position Available: *Van Driver – MISSION*

Reports to	Transportation Coordinator
Minimum Qualifications	H.S. diploma or equivalent; must have/maintain a valid driver's license, auto insurance, and good driving record; Successfully pass background checks and drug screening; Ability to effectively communicate with diverse populations; Ability to maintain confidentiality.
Overall Mission	To assist Living Well MISSION clients (and other areas when needed) with transportation services.

### **Areas of Responsibility**

1. Transport persons enrolled in AIDS Alabama's Living Well MISSION program to medical and social service appointments in an organized and timely manner;
2. Treat all clients with dignity, respect, and confidentiality at all times;
3. Maintain accurate and up-to-date documentation of transportation provided including odometer readings;
4. Maintain documentation of van driver time on a daily basis;
5. Role model the AIDS Alabama Value Statement;
6. All other duties as assigned.

### **Work Environment**

1. Schedule: Work hours are full-time and may occasionally include nights and/or weekends; varies based on the needs of the agency and communities.
2. Physical Requirements: May lift up to 75lb occasionally; long periods of standing, stooping, bending, and sitting.
3. Safety/Environmental: Exposure to multi-cultural consumers, individuals living with HIV/AIDS (or other STI's), individuals with varying levels of cognitive impairment, physical impairment, as well as members of their family and support system.

### **Overall Expectation**

Represent the agency through all methods of communication in a way that reflects the agency's mission. Adhere to all AIDS Alabama, Inc. Policies, Procedures, and Guidelines (including, but not limited to, Human Resources/Personnel, 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 (or assigned designee)

\_\_\_\_\_  
Date