



AIDSAlabama
Housing Is Healthcare

Job Description/Open Position Available:

VAN DRIVER

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 AIDS Alabama in providing transportation services.

Areas of Responsibility

1. Transport persons living in AIDS Alabama's housing or community housing to medical and social service appointments in an organized and timely manner;
2. Maintain accurate and up-to-date documentation including odometer readings, daily van driver time, and all other required information;
3. Assist the Programs Department, when needed, with loading and unloading furniture items;
4. Learn and utilize the AIDS Alabama Value Statement and represent AIDS Alabama in a professional manner at all times;
5. All other duties as assigned.

Work Environment

1. Schedule: Work hours are full-time and 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, stretching, 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.

Employee's signature

Date

Human Resources signature (or assigned designee)

Date