



**AIDSAlabama**  
Housing Is Healthcare

## Open Position Available: *Van Driver*

Reports to	Transportation Coordinator
Training & Requirements	High school diploma or equivalent; must have/maintain a valid driver's license, auto insurance, and good driving record.
Overall Mission	To assist AIDS Alabama in providing transportation services.

### Areas of Responsibility:

1. Transport persons living in AIDS Alabama's housing or community HOPWA Housing to medical and social service appointments in an organized and timely manner;
2. Maintain a good rapport with the Transportation Supervisor, employees, and consumers;
3. Treat all passengers with dignity and respect at all times;
4. Maintain accurate and up-to-date documentation of transportation provided including odometer readings;
5. Maintain documentation of van driver time on a daily basis;
6. Assist the Programs Department, when needed, with loading and unloading furniture items;
7. Learn and utilize the AIDS Alabama Value Statement and represent AIDS Alabama in a professional manner at all times;
8. All other duties as assigned.

### Work Environment

1. Schedule: Work hours are full time and may include nights and/or weekends; varies based on the needs of the agency and communities.
2. Physical Requirements: May lift up to 50lb occasionally; long periods of standing, stooping, bending, and sitting.
3. Safety/Environmental: Exposure to multi-cultural consumers and/or family members with HIV/AIDS (or other STI's) as well as impaired cognitive behaviors.

### 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