



Employment Opportunity
Van Driver

GoochlandCares is seeking to hire an additional driver for its **expanding** Transportation program.

Essential Job Functions

- Transport individuals within Goochland and surrounding areas, including Richmond.
- Treat all clients with dignity and respect utilizing trauma-informed principles.
- Abide by all local, state, and national driving laws.
- Practice defensive driving techniques.
- Keep vehicles in safe driving, clean and comfortable condition.
- Perform daily, weekly, monthly, and all other scheduled maintenance checks.
- Maintain all required reports including rider logs and maintenance checks.

Requirements

- At least 21 years of age
- Valid VA driver's license (CDL not required)
- Safe driving record (per insurance standards)
- Able to drive 14-passenger, wheelchair accessible vehicle
- Physical health, including vision, must not restrict safe driving
- Six hours defensive driving training annually
- Skilled in operating all vehicle equipment
- Trained in Passenger Assistance and Sensitivity (PASS) (no later than 30-days after hire)

Other Skills/Abilities

- Commitment to the mission of the GoochlandCares
- Understanding that all employees participate in engaging volunteers to help fulfill our mission
- A caring, tactful, diplomatic, and respectful attitude towards clients, volunteers, and staff.
- Strong organizational skills
- Flexibility to adapt to changing situations and schedules
- Strong self-awareness and willingness to seek assistance when needed
- Computer competency in Microsoft Word and Excel as well as the ability to learn GoochlandCares' database systems
- Other duties as assigned by Family Services Director and Executive Director

Compensation details

- Salary range is \$15—\$18 per hour, depending on experience
- Part-time @ 15 hours a week until December 30
- May become "as needed" after December 30

To apply Send email with your qualifications OR a resume and cover letter to Carol Dunlap, Family Services Director, cdunlap@goochlandcares.org

Job description not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization. GoochlandCares is an Equal Opportunity Employer and does not discriminate based on race, color, national origin, ethnicity, gender, disability, political or religious beliefs.

GoochlandCares.org

GoochlandCares | 2999 River Road West | Goochland, VA 23063 | 804-556-6260