

**POSITION TITLE:** Van Driver

**DEPARTMENT:** Family and Resident Services

**STATUS:** Non-Exempt

**SALARY:** \$18.00/hour

**POSITION SUMMARY:**

Safely drive a ten, or fifteen-passenger van to pick up and drop off Worcester Housing Authority residents and staff, including driving adult residents to the Senior Center, and driving youth residents to the after-school Learning Center during the academic year and to summer programming activities during the summer months. Drivers also pick up and deliver food to our residents from the local food pantry, post flyers at our various developments, pick up and drop off supplies for our resident councils, and miscellaneous errands assigned by the Family and Resident Services Department. The vast majority of the driving will be within city limits; however, there are occasional errands to other locations in Massachusetts. This is a full-time position, with paid time off and excellent benefits. Hours each day will depend on driving routes and responsibilities, so some flexibility is needed; however, hours will fall between 8:00 a.m. and 5:30 p.m., Monday through Friday.

**ESSENTIAL FUNCTIONS:**

1. Safely transport residents and staff, obeying all state motor vehicle laws.
2. Make sure that weekly safety checks are done on the vans and documented in log.
3. Make sure that vans are clean, and filled with gas daily.
4. Ensure safety equipment is in emergency box in vehicle.
5. Assist Resident Services Department with other tasks as needed.
6. Attend staff meetings as required.

**EDUCATION, EXPERIENCE AND SKILLS REQUIRED:**

1. Ability to read, speak and understand English.
2. Bilingual (Spanish) is preferred.
3. Pleasant and friendly demeanor; able to work with a diverse population.
4. Ability to be relied upon to be available for work.
5. Must possess a valid, active Massachusetts driver's license.
6. Must have held a valid, active driver's license for at least five (5) years.
7. Must pass an insurance company evaluation/check through the Registry of Motor Vehicles.
8. Must pass a CORI criminal background check.
9. Must pass a mandatory drug test, negative for the presence of any and all illegal substances and negative for the presence of marijuana.
10. Must be able to lift up to fifty (50) pounds.