

ALLEGANY COUNTY HUMAN RESOURCES DEVELOPMENT COMMISSION, INC.

POSITION VACANCY ANNOUNCEMENT

POSTING DATE: 09/18/2017

IN-HOUSE: X

DEADLINE FOR APPLICATIONS: 09/28/2017

OUTSIDE: X

POSITION Sub Driver

CLASSIFICATION: Substitute

INITIAL WORKSITE* Varies

* Subject to change based on program needs

PROGRAM: Older Americans Act

SALARY: Hourly: \$9.25

Annually: \$

GENERAL SCOPE:

Under the supervision of the Center Manager, and in concert with HRDC Policies and program guidelines, provides safe delivery of home delivered meals for senior citizens; is responsible for the safety and upkeep of vehicles, uses van only for authorized senior citizen business; aids, along with all Center staff, in creating a positive, supportive environment of clients; maintains a positive, professional attitude at all times; maintains client confidentiality at all times.

QUALIFICATIONS:

1. High school diploma or equivalent (GED).
2. Must have a valid driver's license.
3. Pass a DOT physical.
4. Must have a "Clean Driving Record" as defined in HRDC's Policies and Procedures.
5. Ability to drive in inclement weather.
6. Must possess basic communication skills and demonstrate reading and writing ability.
7. Must be able to work with senior citizens and have patience in dealing with them on a daily basis.
8. Must be at least 21 years of age.
9. Must be able to lift (50 lbs. average).
10. Must pass a Criminal Background screen.

WORKING CONDITIONS:

Work hours are from 8:00 a.m. – 4:00 p.m. Seven hours a day, as needed, with one hour off (unpaid) daily for lunch. Work is divided between vehicle and center. This is a union eligible position.

NOTICE: All applicants must submit an HRDC Employment Application and cover letter of interest. HRDC applicants who are union employees and applying for another union position must also submit copies of their two most recent performance evaluations.

SUBMIT APPLICATIONS TO:

HRDC Personnel Office
125 Virginia Avenue
Cumberland, MD 21502

HRDC - AN EQUAL OPPORTUNITY EMPLOYER