

**GENESEE/ORLEANS COUNCIL ON ALCOHOLISM AND SUBSTANCE ABUSE, INC.**

**JOB VACANCY**

**DRIVER**

**REPORTING RELATIONSHIP:** Director of Project Innovation and Expansion or his/her designee

**SUMMARY OF DUTIES:** Part time/possibly full time. The Driver will provide safe and adequate transportation for GCASA patients to ensure transportation does not present a barrier to accessing care. The Driver will:

- Organize transportation schedules in the beginning of the week in collaboration with clinic staff.
- Perform a safety check of the vehicle before each transport.
- Transport clients to program activities and appointments as necessary and in a timely manner.
- Assess client transportation situation and ensure safety.
- Provide helpful, supportive suggestions to clients regarding issues of transportation.
- Maintain a professional appearance and attitude while transporting clients.
- Complete Purchase orders as necessary for purchase of gas or otherwise for the vehicle.
- Meet with supervisor on a weekly basis (or as needed) for supervision.
- Will provide other additional program support services including acting as specimen/screening tech.

**Grant funded position.**

**QUALIFICATIONS:** Applicants will have a high school diploma or the equivalent, and a clean, valid NYS driver's license. The selected candidate should have solid driving skills, a friendly yet professional demeanor, and excellent knowledge of the area. Constant local travel within the immediate tri-county region will be required during work hours using GCASA vehicles. Valid NYS driver's license and method of transportation required. Scheduled work hours will be flexible to provide maximum coverage as needed and may vary accordingly to include weekdays, weekends, and/or evenings. Must be addiction free, including tobacco. Pre-employment background check/post offer drug screening required.

**LOCATION:** 430 East Main Street, Batavia, NY 14020

**FOR MORE INFORMATION OR TO APPLY:**

Apply online with a cover letter and resume to:

GCASA, Attn: Human Resources

430 East Main Street

Batavia, NY 14020

Phone: 585-815-1801

Email: [kcorcoran@gcasa.org](mailto:kcorcoran@gcasa.org)

**POSTED:**

11/9/20

Genesee/Orleans Council-on Alcoholism and Substance Abuse does not discriminate on the basis of race, creed, color, national origin, sexual orientation, age, disability, or marital status as decreed by Law, and is in compliance with Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.