

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

JOB VACANCY

DRIVER

REPORTING RELATIONSHIP: Transportation Coordinator

SUMMARY OF DUTIES: Full time-35 hours/week. The Driver (3) 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/direction of supervisor.
- Perform a safety check of the vehicle before each transport.
- Transport clients, consumers, to program activities and appointments as necessary and in a timely manner.
- Assess client, consumer's transportation situation and ensure safety.
- Provide helpful, supportive suggestions to clients, consumers 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.
- Complete administration of Narcan training
- May be responsible for the safe and secure deliver of medications after completion of medication orientation.
- Meet with supervisor on a weekly basis (or as needed) for supervision.

Grant funded position.

QUALIFICATIONS: Applicants will have a high school diploma or the equivalent, and a clean, valid NYS driver's license and method of transportation. 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. 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: 5256 Clinton Street Road, 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

POSTED: 4/4/23

DEADLINE: ASAP

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.