



Haverhill

Human Resources Department, Room 306

Phone: (978) 374-2357 Fax: (978) 374-2343

Denise McClanahan, HR Director – dmcclanahan@cityofhaverhill.com

Sheila Pelczar, HR Technician – spelczar@cityofhaverhill.com

June 6, 2018

Job #2018-031

**PLEASE POST
ANTICIPATED OPENING**

POSITION: Veterans Driver
Department of Human Services

HOURS OF WORK: 40 Hours Per Week
Schedule to be determined

SALARY: \$11.81 - \$12.16 per hour
(According to contractual salary schedule)

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Maintain appointment book. Schedule and reschedule appointments as necessary. Pick up Veterans at their homes, Citizens Center and/or Haverhill VA Clinic to transport to appointments. Assist Veterans in and out of vehicle when necessary. Return Veterans to homes and/or drop off points. Will assist Veterans with alternate transportation if return time extends beyond regular work day (i.e., train schedules, etc.).

Develop and maintain contact list for VA facilities. Act as liaison with the VA facilities. Determine which clinic a Veteran needs to be at for their appointment and locate. Responsible for Veterans while at appointment. Follow emergency protocol if there is need.

Lock and secure vehicle at end of each day, and other related duties, as assigned. Maintain cleanliness of van, inside and out. Driver will ensure that the vehicle be properly maintained and service appointments made. Oil and fluids to be checked daily. Keep daily written check on the vehicle and report deficiencies/problems to supervisor. Keep daily records of mileage and submit to supervisor. Adhere to transportation policies as determined by supervisor.

Pick up and deliver medications when emergencies occur and are necessary.

Driver will perform other duties in Veterans Services office as required when not performing driving duties.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.



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PHYSICAL REQUIREMENTS:

Frequent strenuous physical effort required; ability to lift and carry on a frequent and continuous basis, weights up to fifty pounds (50 lbs.). Required to bend, kneel, reach and squat frequently throughout a work shift. Frequent movement in and out of vehicle, buildings, and houses. Must be able to pass pre-employment physical and random drug & alcohol screening.

This position requires Drug and Alcohol testing in compliance with the Department of Transportation regulations and the City of Haverhill's Drug and Alcohol policy.

QUALIFICATIONS/EXPERIENCE:

Valid Massachusetts Driver's License and excellent driving record. Courteous, well-mannered and sensitive to needs of elders. Knowledge of existing social services helpful. Knowledge of streets/roads/community facilities required (which include VA Hospitals in Jamaica Plains, West Roxbury, Causeway and Court Street Medical centers as well as the Bedford, Lowell and Manchester VA locations).

Ability to understand and follow oral instructions. Ability to establish and maintain effective working relationships with Veterans, co-workers and VA contacts. Ability to perform duties with some latitude for individual judgment. While performing the duties of the job, the employee regularly works in various weather conditions and will be exposed to wet, humid, and other climatic environments. Attendance is mandatory.

Applicants will be required to undergo a background check including CORI screening prior to appointment.

CLOSING DATE:

FRIDAY, JUNE 15, 2018

SUBMIT COVER LETTER,

RESUME AND APPLICATION TO:

**Denise McClanahan, Human Resources Director
City of Haverhill
4 Summer Street Room 306
Haverhill, MA 01830**

"The City of Haverhill is an Equal Opportunity/Affirmative Action Employer."

APPLICATION IS AVAILABLE ONLINE AT:

http://www.haverhillma.gov/departments/human_resources/job_opportunities.php

Application can be saved and sent as attachment when applying online. Email should be sent to hrd@cityofhaverhill.com. PLEASE REFERENCE JOB # 2018-031 WHEN APPLYING ONLINE.