

JOB DESCRIPTION

Job Title: Liberty County-VA Medical Driver

Department: Liberty County Veteran Services

Reporting to: Veteran Service Officer

Classification: Permanent Part Time

Compensation: \$TBD per hour

Effective Date: TBD

Probation Period: 90-Day

SUMMARY

Provide the transportation of veterans (non-emergency) to and from VA hospital (for A.M. appointments) in a safe, secure and professional manner.

REQUIREMENTS

1. Must comprehend, and comply with, the Liberty County Employee Handbook & Veteran Services Driver Manual.
2. Exceed minimum age requirement of 23 years.
3. Must possess a valid Texas Driver's license, and provide a current 10-year DMV printout.
4. No more than 1 moving violation or 1 "at fault" accident within the past 3 years.
5. Pass a mandatory pre-employment drug and alcohol screening.
6. Must pass a mandatory criminal background test.
7. Possess a current Texas driver medical card.
8. CPR and/or First Aid certification (Obtain within 180 day probation period)

DUTIES AND RESPONSIBILITIES

1. Transporting veterans and caregiver utilizing county bus in a safe and professional manner.
2. Effectively communicates with Veteran Service Officer regarding schedule, to receive instructions.
3. Maintain a professional image and attitude in regards to veterans and VA medical community.
4. Complete daily vehicle pre-trip and post trip inspections, and daily maintain vehicle cleanliness. Meet scheduled bus repairs and maintenance.
5. Assist veterans as needed to safely complete the transfer. Emphasize safety and courtesy to all passengers.
6. Must understand instructions in English (both written and spoken). Adhere all rules LC-Veteran Handbook.
7. Must be able to accurately complete activity logs vehicle reports (submit via email daily/weekly in dropbox).
8. Must be able to use cell phone (answer, send/read text messages, retrieve voicemails) & complete phone logs.
9. Perform all duties as assigned by Veteran Service Department (in accordance to VA Transportation guidance)
10. Must be physically able to step up and down steps, safely secure clients for transport, lift up to 50 lbs, and transport wheelchair veterans on paved and unpaved surfaces.

1. Complete Liberty County Employment Application.

2. Drop-off application at the following addresses between 8am-4am Monday - Friday:

Veteran Services

2103 Cos St. Rm 101

Liberty, TX 77575

Fax:936-253-8220

Veteran Services

304 Campbell St.

Cleveland, TX 77327

Fax: 281-593-8402

An interview will be scheduled for qualified applicants next day or same day.

Provide a current DMV printout

DD214 if applicable

View: <https://www.co.liberty.tx.us/page/liberty.Veterans>