

# DIXON RECOVERY INSTITUTE INC.

## VAN DRIVER Job Description

### **Position Summary:**

Van Driver coordinates transportation services, and transports clients to and from the program. This position reports to the Program Manager.

### **Purpose:**

To provide transportation for clients to access program services, social services agencies, health care facilities, and to appointments related to treatment.

### **Specific Job Duties and Responsibilities:**

1. This position will develop and maintain schedules for clients in need of transportation.
2. Responsible for the safety and welfare of all passengers.
3. Assure proper maintenance of the vehicle, and maintain an ongoing log of mileage and clients being transported.
4. Will meet with clients and provide initial assessment of individual needs and document that information for system. Based on initial assessment client will be referred to appropriate agency or outpatient counselor for in depth review.
5. Will conduct outreach with various community services in order to maintain referral services.
6. Will perform other duties as assigned by the Program Manager.

### **Qualifications:**

AA Degree and/or at least two years experience as a driver. Must possess a valid California class B driver's license. Must submit a Department of Motor Vehicles driver's record. Must be bilingual (Spanish/English). Must possess a dependable automobile, fully insured and a valid California driver's license. Requires a professional attitude and good interpersonal skills. If a recovering addict, a minimum of two years of drug free are mandatory.

**Salary Schedule:** Commensurate with experience.

### **Evaluation:**

The Clinical Director will evaluate the position on an annual basis.

**AN EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_