

**County of Grundy
Job Posting**



Date of Posting: August 5, 2021
Applications Accepted: Posted Until Filled
Job Title: VAC Driver
Department: Veterans Assistance Commission
Reports To: Superintendent and Assistant Superintendent
Employee Status: Part-Time, Up to 30 hours per week, Non-Exempt
Salary Range: \$11.00 per hour

SUMMARY:

Transport veterans from Grundy County to and from Hines VA Medical Center, Hines, IL and Joliet VA Clinic. Assist veterans, as needed on and off of the shuttle vehicle. Provide assistance to, and ensure the welfare and safety of the veterans while transporting them to and from medical centers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provide safe transport to and from Hines VA Medical Center and Joliet Clinic.
2. Coordinate with Assistant Superintendent to determine the safest and shortest routes of transportation for each trip.
3. Anticipate, provide, and perform physical assistance to veterans entering, riding, and exiting the vehicle, including, but not limited to, wheelchair ramps and lifts.
4. Perform daily inspection checklist on vehicle. Identify and document any damage or maintenance the vehicle may require, and report to the Assistant Superintendent.
5. Greet, and treat veterans and their care giver/family member in a prompt and professional manner.
6. Maintain daily cleanliness of vehicles
7. Complete training as determined by GCVAC Superintendent.
8. Project a good image, maintain credibility and integrity of agency.
9. Refuel vehicle after each trip, using county pumps.
10. Perform other duties as assigned or required.
11. Communicate with the following:
 - Patients
 - Care givers/family members
 - Medical personnel
 - Office staff

MINIMUM REQUIREMENTS:

1. High School diploma or GED.
2. Must demonstrate and exercise decision making skills. Must be able to communicate with clientele on a one to one basis.
3. Must be able to work independently to compile pertinent vehicle maintenance information.

4. Must be able to exercise and utilize good driving abilities while operating vehicles.
5. Ability to use a mobile phone (provided).
6. A valid driver's license and proof of insurance are required.
7. Good driving record.
8. Ability to read and interpret documents such as safety and operating instructions.
9. Ability to follow driving directions.
10. Provide excellent customer service.

PHYSICAL REQUIREMENTS:

Ability to sit or stay in one location for extended periods of time; requires standing or walking considerable distance moving about medical center complex assisting elderly and handicapped veterans; requires physical activities such as climbing stairs, stooping, kneeling, bending, reaching, picking up medical equipment(oxygen units, wheelchairs) and manipulation of wheelchair lift and/or ramp. Must answer, direct, instruct, and communicate with veterans, clinic personnel and office staff. Requires hearing, understanding, and responding to spoken words and interpreting non-verbal, following directions and requests for information or assistance. Ability to use a mobile phone (provided). Requires hearing, speaking, use of hands and fingers.

Any qualified applicant with a disability and requiring reasonable assistance or accommodation to the application and/or interview process should notify the HR Department.

WORKING CONDITIONS WHILE PERFORMING ESSENTIAL DUTIES:

Outside and inside working environment. Noise and exposure to vibrations from operation of a vehicle. Possible exposure to human body fluids is present only in highly unusual situations. PPE (Personal Protective Equipment) provided.

TO APPLY:

Send resume to HR@grundyco.org with “VAC Driver” in the subject line or mail to Grundy County Administration, ATTN: HR, 1320 Union Street, Morris, IL 60450

Grundy County is an Equal Opportunity Employer and will give consideration to all qualified applicants for employment without regard to race, color, religion, national origin, ancestry, age, sex, marital status, order of protection status, disability, marital status, sexual orientation, pregnancy, or unfavorable discharge from military service as those terms are defined in Section 1-103 of the Illinois Human Rights Act (775 ILCS 5/1 – 103)

The Veterans Military Assistance Act (330 ILCS 45/10) states: “Superintendents, subject to rules formulated by the commission, shall select, as far as possible, secretaries and other employees from among honorably discharged military veterans as defined in Section 2, or their surviving spouses.” Pursuant to the Act, preference will be given to honorably discharged military veterans or their surviving spouses.

