

Van Driver

ROLE AND RESPONSIBILITIES

Our nonprofit offers transportation to and from our center in addition to offering transportation for any agency-related trips or events. The ride to and from the center acts like a support group, so we need someone to fill this role that is comfortable discussing mental health matters while driving. This position offers hours in the mornings from 7 AM to 9AM or evenings 7 PM to 9PM, subject to change. This position reports to the Director of Operations.

- Arrive 15 minutes before the close of every open day, drive the members home after assisting with the housekeeping routine of the center
- Maintain the cleanliness of the van, let supervisor know if the van needs to be cleaned and make the approved, appropriate accommodations
- Operate the van in a safe manner to avoid all injury to individuals, equipment or surroundings.
- Report all incidents of injury or damage to supervisor
- Schedule all maintenance and repair appointments with the Executive director's permission, including but not limited to annual inspection and oil changes
- Renew registration before it expires
- Remain flexible; driving requirements may increase in frequency and duration depending on the program's needs as it develops
- Attend appropriate meetings and trainings as directed and required
- Maintain confidentiality of information. Breach of this responsibility may be cause for termination of employment
- Complete any other job-related functions assigned by the Supervisor not specifically described in this job description

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Self-identification of having lived experience with mental health challenges, i.e. being a peer
- Valid NH Driver's License appropriate for the class of the vehicle operated
- Ability to successfully pass a driving record/criminal background check
- Ability to operate an 11+ passenger vehicle
- Transportation to and from work

PREFERRED SKILLS

- One (1) year of personal and/or professional experience working in a clearly related field, such as mental health, residential care, substance recovery models, community aid, etc.

ADDITIONAL NOTES

MPS is committed to cultivating and preserving a culture of inclusion and connectedness. We can grow and learn better together with a diverse team of employees. The collective sum of the individual differences, life experiences, knowledge, innovation, self-expression, and talent that our employees invest in their work represents part of our culture. Furthermore, this collective sum represents our reputation and that of MPS's reputation, and achievement as well. In recruiting for our team, we welcome the unique contributions that you can bring in terms of your education, opinions, culture, ethnicity, race, sex, gender identity and expression, nation of origin, age, languages spoken, veteran's status, religion, disability, sexual orientation, disability, and beliefs.