

Hanover County Government
Community Services Board
Training Specialist (CD) – Transportation Driver, Part-Time, Benefited
Salary: \$17.36 - \$22.17 Hourly

The Community Services Board is looking for an outgoing and energetic person to join their team of Training Specialist - Drivers. The incumbent will be responsible for transporting individuals with developmental disabilities to their jobs and programs as needed. The preferred candidate will have a valid driver's license with a safe driving history, maintain cleanliness, and be a self-starter. This position is primary for afternoon/evening transportation routes with the flexibility of morning transportation routes. If you are looking for a job that is always changing with plenty of flexibility, the ability to work alongside others to help them meet their goals, and a desire to make a difference then this is the job for you!

Click here to learn more about our team and the community we serve!

<https://youtu.be/xtB95I4Xhvw>

General Description: Incumbent works directly with individuals who have developmental disabilities and/or a mental health diagnosis. More specific job descriptions can be found below relating to Team Assignment. **Hanover County CSB adheres to the Developmental Disabilities (DD) Home and Community-Based Services (HCBS) Waivers setting requirements which provide Virginians eligible for DD Waiver services the choice to receive services and supports in the community versus an institutional setting.

Organization: The Training Specialist position is part of Hanover County's Career Development Program (CD). The Training Specialist Ladder has four levels ranging from Training Specialist I to Senior Training Specialist. Incumbents normally report to a Training Specialist Supervisor and supervise no staff.

Essential Functions (All Teams):

- Ensure an individual's rights of privacy, dignity and respect, and freedom from coercion and restraint.
- Facilitate individual choice regarding services and supports, and who provides them.
- Completes paperwork and files reports as required.
- Performs related work as assigned.

***Transportation Team-** This position provides transportation for persons with a disability attending a rehabilitation/day program and/or supported employment job site.

- Transports individuals to and from designated locations
- Assists passengers, as needed, in getting on and off the van
- Maintains order while transporting passengers; monitors interactions, intervenes as necessary
- Performs pre-trip vehicle inspections (i.e. fluid levels, tire wear and pressure, lights)
- Follows emergency procedures in the event of accident or breakdown
- Maintains mileage, trip logs and other related records

Working Conditions:

- A. Hazards
None Known
- B. Environment
Field – Routine exposure to adverse weather, dust, fumes, odors, noise, vibrations, and repetition
- C. Location
Site-based programs, community and/or community
- D. Physical Effort
Travel may be necessary to transport persons served
Must be able to physically assist persons served, up to 100 pounds, maneuver
- E. Non-Exempt

Knowledge, Skills and Abilities (All Positions/Teams): Familiarity with programs and services for persons being served. Must be able to maintain confidentiality and to communicate effectively, both orally and in writing. Must be able to establish effective working relationships with persons served and their families, staff, Board members, and community groups/businesses. Must be able to exercise sound judgement, work effectively under pressure, and demonstrate integrity and flexibility. Ability to operate a personal computer and related software and other standard office equipment.

Education, Experience and Training:

***Transportation Team:** High school diploma or GED; at least one year of experience working in transportation and with individuals with disabilities preferred; or an equivalent combination of training and experience. Higher levels on the Career Ladder require additional experience and training.

Special Conditions (All Positions/Teams):

- Valid Commonwealth of Virginia Driver's License
- TB test

- CPS (Child Protective Services) Check
- Twelve-month probationary period
- Criminal Records Check including fingerprinting

For more information and to apply, please visit www.hanovercountyjobs.com