



Human Resources

Oakland Livingston Human Service Agency

196 Cesar E. Chavez Ave.

P.O. Box 430598

Pontiac, MI 48343-0598

Email: EMPLOYMENT@olhsa.org

(248) 209-2615 FAX

Website: www.olhsa.org

Driver

Division: Health, Housing and Nutrition

Department: Health Integrated Services

Supervisor: Transportation Supervisor

Qualifications:

1. High School Diploma or GED is preferred.
2. TB Test is required.
3. Minimum one (1) year experience working with Microsoft Office, maps and trips software.
4. Valid Michigan Chauffeurs License and meets the minimum Driver Acceptability Requirements and insurance requirements. Reliable transportation is required.

Job Mission:

To provide requested rides enabling those living with HIV/AIDS to access primary care and support services.

Performance Standards:

1. Provide services to enable HIV positive individuals to access the continuum of care.
2. Maintain accurate documentation/records of work, i.e. time cards and mileage forms, secures client signatures on necessary records and promptly provides these to the Transportation Supervisor.
3. Carries out all other duties as directed.

Hours & Wage:

On Call

\$13.00 per hour

Location

Pontiac

Please contact Kristie McGovern for more information at (248) 209-2600.