



Rio Arriba County

VACANCY NOTICE

Human Resource Department

P.O. Box 127

Tierra Amarilla, New Mexico 87575

Telephone: (575) 588-7254 Fax: (575) 588-9346

Web: www.rio-arriba.org

Position: SUBSTITUTE VAN DRIVER/COOK AIDE

Department: ESPANOLA SENIOR CENTER

Rio Arriba County is seeking a responsible party to provide a variety of transportation services for senior program participants such as; shopping; pick up seniors at home and transport to senior center; transport to recreational activities; and other destinations as needed.

If selected you will also:

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Assist kitchen staff in preparing, serving, and packing meals on wheels;
- Maintain a vehicle maintenance report that will be submitted monthly to supervisor;
- Conduct a daily vehicle check;
- Insure that all proper documentation pertaining to the vehicle and driver are in vehicle at all times;
- Provide assistance to seniors boarding and disembarking from the van at all times.

SKILLS KNOWLEDGE AND ABILITIES:

- Employee must complete and pass a pre-employment drug test;
- Is able to communicate well with the Elderly;
- A Valid New Mexico Driver's License is required;
- A High School Diploma or GED is required;
- Ability to work with minimum general supervision;
- Good Driving record for the past 5 years;
- Ability to read and write;
- Knowledge of all traffic laws and regulations pertaining to public transportation;
- Able to understand all gauges in vehicle, judge distances and speeds to insure the safety of passengers.

For more details on duties, responsibilities, and qualifications please contact Molly Otero, Administrative Assistant IV, Human Resource Department (575) 588-7254 or you may send an e-mail to motero@rio-arriba.org

Date: October 14, 2021

Closing Date: October 28, 2021

Starting Pay: \$10.50

Interested Applicants may submit an Employment Application to the Human Resource Department in Tierra Amarilla.

The County of Rio Arriba is an Equal Opportunity Employer. Selection for this position will be made solely on the basis of merit and qualifications without regard to race, national origin, political affiliation, religious faith or absence thereof, sex, age, disability, or any other non-merit factors.
