

September 17, 2021

ABILITIES PLUS

Job Opening

TITLE: Part-time Van Driver/Dispatcher (non-exempt)

SUPERVISOR: Transportation Coordinator

DEFINITION: This is a safety sensitive position that is responsible for answering phones, dispatching drivers, scheduling, driving as needed, and other duties as assigned by supervisor. Must be able to drive a 6-14 passenger vehicle for Henry County Transportation. Follow IDOT safety rules and provide safe transportation to passengers. Complete paperwork, including pre-trip inspections of vehicle.

QUALIFICATIONS: High School Diploma/GED required. Valid Illinois driver's license and good driving record required. Insurance requires that applicants be 21 years of age and have their driver's license for at least 3 years. Good oral and written communication skills are preferred. Computer knowledge and skills are required. Employment conditional upon passing background checks.

HOURS/BENEFITS: 27.5 hours a week. **Monday-Friday 2:30pm-8pm**

APPLY TO: Jennifer Tutell, Director of Human Resources
Abilities Plus
1100 N. East Street
Kewanee IL 61443
Or e-mail: jennifer@abilitiesplus.org
FAX: 309-852-0805
Phone: 309-852-4626

DEADLINE FOR APPLICATIONS: October 1, 2021

We are an EEO/Veterans/Disabled Employer.