



Vacancy Announcement

SkillSource Part-Time Van Driver

A part-time driver (up to 25 hours weekly), to transport work release inmates at the Fairfax County Sheriff's Office Alternative Incarceration Branch (AIB) to and from work sites in Fairfax County. This position is part of the **SkillSource** – Fairfax Sheriff Pre-Release Employment Center Program. Qualified candidates must have at least a High School Diploma or GED, and a valid Driver's License. The driver will operate a 7-seat insured passenger van and should possess at least five (5) years of experience, a clean driving record, and excellent customer service skills. A considerable knowledge of Fairfax County roadways and traffic patterns is preferred. Applicants should be able to communicate clearly with **SkillSource** and AIB staff, dress in a professional manner, and maintain travel records. Applicants should also have a basic knowledge of automotive maintenance. Certification in First Aid and CPR is preferred or the ability to obtain certification within 60 days of hire. **SkillSource** will subsidize annual renewal of this training for the incumbent. Prospective candidates will go through a pre-employment interview. Job offers are contingent upon successful completion of a criminal background check and a pre-employment drug screen.

Essential Duties and Responsibilities:

- Transporting inmates daily (Monday - Friday) in 7-seat van from the Fairfax County Alternative Incarceration Branch (AIB) to work sites in and around Fairfax County. Required to drive morning and afternoon hours. Driver will report to **SkillSource** staff and must operate vehicle in accordance with all applicable state traffic and highway laws to ensure safety of vehicle and passengers.
- Taking vehicle for inspections as needed or instructed. Driver will be expected to document and report any problems with vehicle and other equipment. Driver will also be responsible for care and maintenance of van (washing, cleaning, gas fill up), keeping operational records of vehicle use, and may perform other duties as needed. Driver must maintain any certifications and attend training as required by the Virginia Department of Motor Vehicles.
- Driver will ensure that inmates are dropped off and picked up ONLY at their designated locations and will make no other stops unless authorized. Driver will be expected to observe and report any unusual passenger activity, delays in getting to work site, and any accidents or medical emergencies to **SkillSource** staff immediately. Perform other duties as required or assigned in support of the program.

Required Qualifications and Characteristics:

- A Driver's License and ability to operate a 7-seat passenger van.
- High School Diploma or GED equivalent.
- Five years of work experience, including as driver or chauffeur.
- Good driving record.
- Must be able to pass a criminal background check and a drug screening test.
- Friendly with good customer service and communication skills.
- Considerable knowledge of Fairfax County roads and traffic patterns, as well as ability to read and accurately interpret a road map.
- Flexibility for both AM/PM shifts and weekends.
- Neat and professional appearance with strong work ethic, integrity and demonstrate good judgment and strong observation skills.
- Basic knowledge of vehicle maintenance.
- Certification in First Aid and CPR is preferred or the ability to obtain certification within 60 days of hire.
- Perform other duties as required or assigned in support of the program.

The ***SkillSource*** Van Driver will report to the ***SkillSource*** Pre-Release Employment Center Business Coordinator.

Compensation/Benefits

Incumbent will serve as a part-time employee to ***SkillSource*** at a wage of \$17 per hour for up to 25 hours per week. Only statutory benefits are provided for this position at this time.

Office Location

The ***SkillSource*** Group, Inc. Administrative Offices are located at 8300 Boone Boulevard, Suite 450, Vienna, VA 22182. Free parking is available. Frequent travel throughout Fairfax County will be necessary and expected.

The ***SkillSource*** Group, Inc. is an equal opportunity employer.

How To Apply

Email Letter of Application and Resume to The ***SkillSource*** Group, Inc. at info@myskillsource.org or mail to The ***SkillSource*** Group, Inc., 8300 Boone Blvd., Suite 450, Vienna, Virginia 22182. All application materials must be received by Friday, June 20, 2014 at 5:00 p.m. EDT.