



A Community Mental Health / Developmental Disabilities/ Addictive Diseases Program

# Part-Time Ground Transportation Worker 1

## Job Information

**Job Type:** Part-Time

**Pay Rate:** \$7.25 per hour

**Program:** Transportation

**Location:** Muscogee County

**Posting Date:** 10/08/2018

**Application Deadline:** Open Until Filled

**Position Open to:** All qualified applicants

\*\*\*ENTRY SALARY may be adjusted depending upon the selected candidate's qualifications and agency budget considerations. \*\*\*

Submit Completed State of Georgia application to Recruiter:

**New Horizons Behavioral Health**  
1215 2<sup>nd</sup> Ave  
Columbus, Georgia 31901

**Fax: (706) 317-5004**

**Email:**  
[jobs@nhbh.org](mailto:jobs@nhbh.org)

**Website:** [www.nhbh.org](http://www.nhbh.org)

## Job Description

Under close to general supervision, transports passengers and/or mail and materials in an assigned geographical area. Ensures safety of vehicle being operated. May perform and/or assist with routine maintenance of office areas and grounds. May make vehicle assignments to staff.

### Minimum Qualifications:

Applicant must have high school diploma or GED. **Must submit proof with application.** Must possess a Driver's License and any combination of training and experience which would have enabled the applicant to acquire the necessary knowledge, skills and abilities. Driver must have a **clean Motor Vehicle Report.**

### Preferred Qualifications:

Experience in working with individuals with developmental disabilities is preferred.

**\*Applicant MUST submit proof of High School or GED completion with application to be considered for employment\***

The selected applicant must furnish the required documentation authorizing work in the United States as well as pass a criminal background investigation and drug screening.

New Horizons does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its program or activities. An applicant who has a disability which requires special accommodations should contact this office.

**NOTE: APPLICATIONS WILL BE SCREENED AT THE PREFERRED LEVEL.**

**Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. We are also unable to contact applicants who are not selected for a position. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by Human Resources to continue the hiring process.**

**This position is subject to close at any time once a satisfactory applicant pool has been identified.**