

ALABAMA INSTITUTE FOR DEAF AND BLIND



Established 1858

www.aidb.org

P. O. Box 698 • Talladega, Alabama 35161

POSITION AVAILABLE

R-2118 Position ID **#502495**
Posting Date: **January 8, 2010**

POSITION: Contract Driver's Aide
E.H. Gentry Technical Facility / Talladega Regional Center

POSITION REQUIREMENTS:

- Must possess a high school diploma or equivalent
- Must possess a valid Alabama Driver's License and be able to be insured by AIDB insurance carrier
- Must present a positive image in appearance
- Must have the ability to interact with the public in a positive manner
- Must be willing to participate in in-service training as needed
- Must be willing to work flexible hours
- Must be able to demonstrate map reading skills and the ability to follow oral instructions / directions
- Must have the ability to use the internet to obtain travel directions and mileage
- Must be able to keep client information confidential
- The successful applicant must submit to a criminal history background information check including, but not limited to FBI and ABI record repositories as well as random drug testing. Upon offer of employment, the applicant must present a non-refundable fee of \$54.15 and appear for scheduled fingerprinting appointment

AIDB is sensitive to the needs of Blind or Visually Impaired and Deaf or Hard of Hearing and will make reasonable accommodations for qualified applicants and employees that do not impose undue hardship and are not essential functions of the job.

PERFORMANCE RESPONSIBILITIES:

- Provide assistance with paperwork as needed
- Maintain confidentiality of consumers
- Read maps and follow directions
- Transport consumers who are blind/visually impaired, deaf/hard of hearing or deaf/blind to medical appointments, the airport or other necessary appointments

For More Information Contact:
Alabama Institute for Deaf and Blind
humanresources@aidb.state.al.us

Daniel L. Wirth
Coordinator Recruitment and Employment
256-761-3302 Voice/TDD - 256-761-3372 Fax

Marsha G. Martin
Director Human Resources
256-761-3311 Voice/TDD

AIDB IS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

ALABAMA INSTITUTE FOR DEAF AND BLIND

- Provide assistance to the consumers by observing environmental factors and relating the information to the consumers as necessary
- Ability to use the internet to obtain travel directions and mileage
- Basic sign language preferred but not required
- Other duties as assigned

SALARY: \$11.90 per hour Scale SI Rank HS

Direct deposit is required.

This is a non-exempt position, and is subject to overtime and/or compensatory time provisions of the Fair Labor Standards Act. Upon agreement in advance, hours worked over 40 in the work week will be taken off at 1½ times the hours worked.

DEADLINE FOR APPLICATION: Open until filled

We take our applicants through referrals by the Alabama Career Center. Please visit your local Alabama Career Center to see if you qualify.

This position is funded by a grant award, funded by revenue generated, necessary for compliance or provides direct service delivery.