



Employment Opportunity

Job Title:	Driver (CDL License)
Job Type:	Contractor
Reports to:	Operations Manager, Executive Director
Location:	Flexible
Website:	www.halfhelen.org

Job Description

half Helen seeks a part-time driver to move our 55-foot mobile eye clinic unit from partner location to partner location. The Driver is a critical position responsible for an array of responsibilities involving the optical Prime mobile eye clinic. This position will work closely with both the Executive Director and Operations Manager. This is a casual/on-call part-time driving job that is perfect for licensed CDL Class A drivers seeking supplemental income and looking to work anywhere from 0 to 25 hours a week based on business needs.

We would gladly consider applicants who would be available on weekdays between 6am to 8am, and/or 3pm to 6pm. This role could be split with one driver doing vehicle pickups and another one doing drop offs.

Duties

- Daily Operations
 - Follow appropriate safety procedures while driving the mobile unit to destination of half Helen location or partner locations.
 - Set up and prepare mobile clinic for operations, including but not limited to: keeping the vehicle tidy inside and out, make sure all

equipment is secured for travel, fill up and empty water tank, fill up diesel tanks, etc.

- Welcome patients to the mobile clinic and guide them if needed
- Report vehicle defects, accidents, traffic violations, or damage to the vehicle to the Operations Manager
- optical Prime Ongoing Maintenance
 - Check vehicle to ensure that mechanical, safety, and emergency equipment is in good working order, report to Executive Director if any issues are found
 - Take the vehicle to inspections, routine maintenance appointments

Knowledge, Skills, and Abilities Required

- **2 years of driving experience required**
- **2 years of a clean DMV motor vehicle record required**
- CDL Class A license required
- Ability to read and follow verbal and written instructions is required.
- Ability to work independently, customer service skills, organizational skills, and a positive attitude are required.
- Regular, predictable, full attendance is an essential function of the job
- Willingness to travel as necessary, work the required schedule, submit to a background investigation (to include past employment, education, criminal history, and finger printing) are required.
- Ability to work in a constant state of alertness and in a safe manner is required. Driver must have the ability to accept responsibility for their own safety, as well as the safety of others.

About half Helen:

half Helen is an Austin-based nonprofit committed to improving school-age children's vision through an innovative delivery of care that begins with using photoscreening technology to identify potential problems, connect families to

medical care, and ensure children have access to corrective wear. Since inception in 2013, half Helen has screened more than 50,000 children for vision impairments and recently expanded care to include comprehensive eye exams and prescription glasses in addition to vision screening. All services are provided free to children living in low-income communities.

To Apply

Please email your resume to Chelsea Elliott at chelsea@halfhelen.org. No phone calls please!