



## Announcement for the Veteran Services Driver

If you have a passion for serving Veterans, consider becoming Rocky Boy Veteran's Center's next **Veterans Services Driver** located in Fort **Belknap, MT**. This position reports to Administrative Clerk Dispatcher the and will be responsible for many duties, including but not limited to:

- Transports Veterans to medical appointments, job sites, and other areas for general quality of life needs;
- Provides assistance to passengers to ensure safe boarding and disembarking of the vehicle;
- Reports any concerns or mentioned needs, in a timely manner, to the Warrior Advocate or Administrative Clerk Dispatch, for follow up and referral services;
- Monitors and schedules maintenance of vehicle and manages transportation logs and receipts.

***You will be most successful in this position if you have the following knowledge, skills and abilities:***

- Knowledge of customer service and Fort Belknap area.
- Knowledge of vehicle maintenance and service record keeping.
- Ability to communicate in a tactful and courteous manner;
- Ability to be flexible and work independently and in a dynamic team environment;
- Ability to work collaboratively to ensure organizational success.

Must hold a valid Montana Driver's license.

***Salary: \$21,632 – 27,040 DOQ This is a non-exempt position.***

**To apply, please send cover letter, resume and completed Application Form, DD214 or other documentation, if you are a Veteran and wish to claim Vets Preference, either electronically to [khoxie@cmsmontana.com](mailto:khoxie@cmsmontana.com) or by mail to Attn: Driver, PO Box 1251, Helena, MT 59624. Call Kim with questions or to get an application at 406-442-4934.**

Please submit applications by November 20, 2020. If a suitable candidate is found in the first screening, no further consideration will be made of applications received after that date. The position remains open until filled.

*Rocky Boy Veteran's Center is an Equal Employment Opportunity Employer*