



*BHRC Caldwell:* 979-567-3200  
*BHRC Somerville:* 979-596-2315  
*BHRC@burlesoncounty.org*

## Employment Opportunity

Burleson County is seeking to employ a part-time driver for the BHRC Transportation Program. The BHRC provides rides to medical and social service appointments for clients that have medical and/or social service needs, but have no transportation or are unable to drive.

The individual selected for employment will be required to:

- Possess a valid driver's license
- Have a satisfactory driving record
- Pass a criminal background check
- Be available to drive an average of 20 hours per week on a flexible schedule Monday through Friday between the hours of 7AM and 6pm.
- Perform duties that will require a moderate level of physical exertion, such as assisting elderly, disabled, and/or wheelchair-bound riders in and out of vehicles, bending and squatting to secure wheelchairs in vehicles, etc.

The individual selected for employment will demonstrate:

- Reliability in attendance and punctuality
- Professionalism in all interactions with riders and service providers
- Respect for confidentiality of client/rider information
- Flexibility in acceptance of a variable weekly work schedule
- Attention to detail in adhering to rules, guidelines and reporting requirements of the transportation program.

Starting salary is \$13.00 per hour, with a 6-month probationary period. The position does not offer health insurance benefits.

### APPLICATION PROCESS

Contact the Burleson County Treasurer's office at 979-567-2305 or visit the Burleson County website at [http://co.burleson.tx.us/wp-content/uploads/2018/11/Employment\\_Application2019.pdf](http://co.burleson.tx.us/wp-content/uploads/2018/11/Employment_Application2019.pdf)

to obtain a Burleson County employment application. Submit application to the County Treasurer's office at 100 W. Buck, Caldwell, TX 77836 or by email at [ssmith@burlesoncounty.org](mailto:ssmith@burlesoncounty.org).