



Job Title: Van Driver
Location: Los Angeles
Classification: Full Time, Non-Exempt
Reports to: Transportation Coordinator

The Emilio Nares Foundation (ENF) is a nonprofit organization that helps families navigate through their child's journey with cancer. Please visit our website to become familiar with our work: www.enfhope.org.

This is an exciting time to join ENF as we expand our services in Los Angeles County.

Primary Areas of Responsibilities:

- Transports children (patients) and their parent(s) or guardians(s) to and from their cancer treatments at Los Angeles Children's Hospital.
- Maintains records on patients transported and prepares reports.
- Inspects vehicles daily to ensure that the vehicle is in safe operating condition.
- Assists patients in boarding and or departing vehicles.
- Reports vehicles in need of service or repair.
- May transport ENF personnel and visitors.
- Attends staff meetings regularly.
- Other duties as assigned.

Key Requirements:

- High school diploma or equivalent.
- Valid California Class B driver's license with passenger endorsement.
- Valid medical examiners certificate.
- Experience passenger driver: Two years.
- Provide excellent customer service.
- Must be punctual in attendance and strictly maintain timing schedules.
- Clean DMV record.
- Knowledge of safe driving practices.
- Must pass background check.
- Must be bilingual in English/Spanish

Salary is \$15 to \$17 per hour, depending upon experience (pay frequency is bi-weekly). Benefits include medical, dental, and vision coverage and life insurance and paid time off.

Qualified applicants please submit a cover letter and resume to rosa@enfhope.org.

The Emilio Nares Foundation is an equal opportunity employer and complies with all Federal and State regulations.