

**JOB TITLE:** DAV Hospital Services Coordinator **CATEGORY:** Administrative

**AGENCY:** Disabled American Veterans of New Hampshire

**LOCATION:** Manchester Veterans Administration Medical Clinic (VAMC), 718 Smyth Road, Manchester NH 03104

**LEVEL:** Salary (Paid Monthly) Negotiable based on experience.

**SCHEDULE:** 30 Hours a Week Hours: Monday-Friday 6:30 AM-12:30 PM

**HR CONTACT:** Rick Borrazas/Andy Patterson

Send Resume with Cover Letter by email to: [DAVNHBOX@Yahoo.com](mailto:DAVNHBOX@Yahoo.com)

Or by Mail to:

Disabled American Veterans of NH

ATTN: Job Posting #1

PO BOX 5184

Manchester NH 03102

## **ROLES AND RESPONSIBILITIES**

### Overview

Manages the DAV Volunteer Transportation Program for the Manchester, NH VAMC. Coordinates rides for New Hampshire Veterans to medical appointments located at the Manchester VAMC as well to Community-Based Outpatient Clinics (CBOCs) throughout NH. Coordinates the maintenance and upkeep of 12-15 vehicles with the VAMC Roads and Grounds Section. Coordinates the certification of Volunteer drivers with VAMC Volunteer Services. Serves as a liaison to the VAMC staff for transportation of Veterans under this program. Prepares monthly vehicle/driver reports.

### Qualifications

- Education HS Diploma, General Education Diploma GED, College a plus but not required.
- Good Communication Skills; able to communicate via phone as well face to face
- Customer Service Experience
- Expert computer skills to include Microsoft Office platforms (i.e. WORD, EXCEL)
- Able to pass a National Agency Background check and provide references
- Valid New Hampshire State Driver License required

### Additional Information

- Will train position
- Veteran Job Preference, Spouses of Veteran, Active Duty, Reserve, National Guard Preference.
- Benefits: Paid Federal Holidays Off; 1.5 days per month Paid Time Off-PTO (bank time: sick and personal)
- This position is for immediate hire and will remain open until the position is filled.