



**Diocese of Laredo
Job Announcement**

Posting Date: May 09, 2024

Application Deadline: Until Filled

Position: Humanitarian Respite Care-Driver and Intake		FLSA Classification: Non-Exempt	
Minimum Requirements: High School diploma or GED, preferred. Ability to work with a diverse group of people, must be able to move, lift and carry up to 15 lbs., bend, stoop, stand and move frequently, Requires vision and hearing abilities. Must be able to work in varying temperature and environment. Be bilingual, speak, and read Spanish and English, be able to use good judgment.			
Start Date: Immediate		Location: Catholic Charities of Laredo	
Position Status: Full-Time (40 hours)		Work Schedule: Mon- Sunday or evening shifts available and as needed	

Position Summary:

The Humanitarian Respite Care Driver and Intake staff. Will be responsible for driving guests to airport, bus terminals and other locations as authorized by the director. Support the intake team during high level of numbers of migrants needing to be registered.

Essential Duties, Functions and Responsibilities: (complete job description available at the HR Office)

- Prepare and inspect the transportation buses and vehicles prior to transporting to terminals and other locations
- Ensure all guests have their travels confirmed and printed on the pink travel form
- Responsible and ensure that guests arrive to the terminals on time
- Make sure buses have gas
- Responsible for completing the travel logs located at each vehicle
- Oversee that all individuals are registered and provided a meal
- Facilitate local travel coordination with the other drivers
- Learn and utilize the intake process
- Assist the intake team with registration when needed and during high numbers of arrivals
- Staff will communicate with emergency system (911) as needed
- Ensure a safe environment for all guests
- Other duties as assigned

Anticipated Skills and Experience:

- Excellent communication skills both verbal and written
- Effective computer skills
- Flexibility

Additional Knowledge, Skills, and Abilities, Certifications or Licenses:

- Maintain a valid Texas Driver License, evidence of state required vehicle insurance and reliable transportation. Commercial Drivers license.

Resumes are Not Accepted. Employment Application is required for consideration.

For Employment Application, visit www.dioceseoflaredo.org

For additional information, please contact:

Office of Human Resources

Diocese of Laredo

1901 Corpus Christi St.-Laredo, Texas 78043

(956) 764-7867

Benefits include shared cost medical and dental, plus retirement and life insurance, upon completion of eligibility period. Paid vacation leave, personal days and sick leave, upon completion of eligibility period. Paid Holidays and Holy Days, as designated by employer. Unique opportunities to participate in staff spiritual retreats, Catholic Mass and prayer. Join a team of individuals dedicated to providing service in a faith-filled work environment that promotes faithfulness, respect, joy and unity. Apply today.

We are the Diocese of Laredo!

The diocese reserves the right to revise, rescind or extend this job announcement