

### **Position Description:**

**Renaissance Behavioral Health Systems** is looking for a **Courier** at our administrative headquarters in Jacksonville, Florida.

The courier is responsible for the pick-up, delivery and distribution of mail, inter-office correspondence, and packages to satellite facilities as directed by the Facilities Director. This is an ideal opportunity for someone who has the ability to work independently and effectively manage time to complete assignments.

The essential functions include but are not limited to:

- Drives company vehicle to deliver and distribute inter-office correspondence and packages to all satellite facilities in accordance with set schedule.
- Picks up and delivers mail to U.S. Post office.
- Distributes correspondence to the Department of Children and Families and other community agencies on an as needed basis.
- Delivers payroll and accounts payable checks to satellite facilities for RBHS and MHRC as directed by the Facilities Director.
- Communicates with key personnel to ensure all correspondence, mail, and packages are delivered to the appropriate person.
- Coordinates with Dietary Department to ensure timely delivery of meals to Outpatient Rehabilitation Program.
- Maintains company vehicle in regards to cleanliness and proper operating condition to avoid unnecessary breakdowns.
- At supervisor's direction, completes training and requirements in order to provide transportation services for individuals in the Outpatient Rehabilitation Program.

### **Position Requirements:**

In order to be considered, candidates must have a High School Diploma or equivalent **and** six months to one year experience in delivery or commercial driving required.

Must have a valid Florida driver's license and maintain a satisfactory motor vehicle record as outlined in the Frequent Driver Policy, Commercial Driver License (CDL) preferred.

Excellent communication skills are essential and this individual must be able to interact appropriately with staff at Renaissance Behavioral Health Systems, Mental Health Resource Center, and external facilities.

Must demonstrate judgment required in order to maintain confidentiality, manage work assignments and complete tasks in a timely, accurate manner with minimal supervision.

**Position Details:**

This position is a Part Time Days position: Monday through Friday, 26 hours per week

***This part time position offers a partial benefits package.***