



Southern Arizona's Premier Social Service Agency

Old Pueblo Community Services is an EOE/M/F/VET/DISABILITY Employer

Case Aide/ Driver

SVF, REH, GPD, SUDTP- VA Community

“safety sensitive job”

Safety sensitive position is a job or position where the employee holding this position has the responsibility for his/her own safety or other people's safety. An employee has to be with clear mind and diligent while occupying such positions.

FRINGE BENEFIT OF \$4.22 PER HOUR FOR THIS POSITION

This is a Federally contracted position, the chosen applicant will receive an additional \$4.22 per hour in benefits and/or hourly cash equivalent (Only applicable to certain programs).

The Case Aide assists clients with daily life skills and provides unit security. Transports clients to and from the VA and other necessary places as assigned in a 15 passenger van.

Employee Benefits

Competitive Salary , Employer Subsidized Health Insurance for Employee **and Family**, Employer Matching 401 (k) plan (after 1 year), Employer Subsidized Dental Plan and Vision Plan, Paid life insurance, Employer Paid Training, 136 Hours Paid Time Off (PTO) Per Year

Selected by the Tucson Metro Chamber of Commerce as the best non-profit for Workforce Development in 2019, and Outstanding Non-profit in 2014.

Duties and Responsibilities:

1. Be available to work a flexible schedule, as needed to help cover a Veteran property.
2. Assist Veteran staff as assigned with various tasks on property and with driving Veteran clients for various reasons as assigned by the Manager.
3. Assist with Orientation and Intake with new clients when needed.
4. Help staff to clean and maintain the units as needed.
5. Assist Managers with various daily administrative tasks.
6. Interact with Veterans regarding their health and safety and document observations in the Electronic Health Record System.
7. Complete Incident Reports as necessary.
8. Provide First Aid/CPR, if needed.
9. Attend additional training/education to continue to improve skills and provide quality client services.
10. Demonstrate flexibility in completing other tasks to improve team performance, as needed.

Qualifications GED or High school diploma. Minimum 2 years' experience in the behavioral health field. Must have strong communication, administrative, and interpersonal skills. Proficient in spelling and grammar. Must have strong Microsoft Office computer skills-(Word, Outlook, Excel). Must have a valid Arizona driver's license, proof of auto insurance and reliable transportation. Ability to operate a 15-passenger van. Must obtain and maintain First Aid/CPR certification. Must be strongly motivated, show

Job Status
Full Time

Pay Rate
DOE

Pay Comments
Salary based on experience.

We are willing to train those who are passionate about helping people and willing to go the extra mile to help the client.

Mail Resume/Application to:

Ms. Jeanie Pike
HR Director
Old Pueblo Community
Services
4501 E. 5th St.
Tucson, AZ 85711

Email Resume/Application to:
hr@helptucson.org



Employment References, drug screen and background check is conducted pre-employment.

initiative and exercise critical thinking skills. Must be responsible and dependable, committed to a team approach. May be required to work flexible hours. Bilingual, Bicultural and/or Veteran status a plus.