



**Southern Arizona's Premier Social Service Agency**

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

## Homeless Work Program Specialist (Driver)

### *Homeless Work Program*

#### "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.*

#### 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. Perform duties related to the Homeless Work Program.
2. Drive a 15-passenger van and trailer, pick up clients, and drive client to work sites.
3. Oversee light landscaping work and supervision of up to 6 client a day.
4. Participate in meetings, planning, and duties as assigned.
5. Provides Transportation for clients as required, utilizing agency vehicle.
6. Inspects vehicles for safety and mechanical needed.
7. Other tasks as assigned

#### Qualifications:

High School Diploma/GED. Have a valid driver's license with a good driving record. Ability to operate a 15-passenger van. Administrative skills; writing, work processing, organizational skills. Strong computer skills. Strong communication and interpersonal skills. Possess and maintain a valid CPR/First Aid Certification. Ability to work flexible hours. Works with little supervision. American Sign Language or Spanish speaking/writing a plus

Job Status  
Part-Time

Pay Rate  
\$15.46 - \$18.15

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. 5<sup>th</sup> St.  
Tucson, AZ 85711

Email Resume/Application to:  
**hr@helptucson.org**



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