



Southern Arizona's Premier Social Service Agency

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

Homeless Work Program Specialist (Temporary)

Homeless Work Program

Monday-Friday 6:30am – 2:00pm

“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 clients to work sites.
3. Oversee light landscaping work and supervision of up to 6 clients 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

Full - Time

Pay Rate

\$15.46 - \$18.15 - \$20.84

Pay Comments

Salary based on experience.

In accordance with pay transparency, the salary reflected in this posting is the full salary range for this position. Individual placement within the range is based on the candidate's current experience, education, skills, and abilities related to the position. Salary placement is typically between the minimum and mid-point of the salary range

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
2323 S. Park Ave.
Tucson, AZ 85713

Email Resume/Application to:

hr@helptucson.org



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

