



Southern Arizona's Premier Social Service Agency

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

Driver - 15-Passenger Van

Monday – Friday 8:00am – 5:00pm

“Safety Sensitive Job”

A 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 position.

This position is responsible for safely transporting Invest clients to and from various appointments.

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 Provide safe transportation for clients utilizing an OPCS agency vehicle.
- 2 Be able to perform CPR and give First Aid.
- 3 Accurately complete OPCS and Invest mileage logs and all other required forms and documentation.
- 4 Inspect vehicle for safety and mechanical needs.
- 5 Provide safe transportation for clients to their invest meetings.
- 6 Perform other duties as assigned.

Qualifications:

High school diploma/GED. Have a valid driver's license with a clean driving record. Ability to operate a 15-passenger van. Ability to operate a 15-passenger van. Ability to maintain status as an Authorized OPCS Driver. Administrative skills; writing, record keeping, and organizational skills. Strong time management and scheduling skills. Strong communication and interpersonal skills. Possess and maintain a valid CPR/First Aide Certification. Possess and maintain Mental Health First Aid Certification. Ability to work flexible hours. Self-starter who can work with minimal supervision. American Sign Language or Spanish speaking/writing a plus.

Job Status

Full Time

Pay Rate

\$15.46 - \$18.15 - \$20.84

Pay Comments

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 and background check are conducted pre-employment.