

JOB ANNOUNCEMENT BULLETIN



NEIGHBORHOOD HOUSE ASSOCIATION
5660 Copley Drive • San Diego, CA 92111 • (858) 715-2642

PASSENGER VAN DRIVER **(Part-Time)** **8897-0208-OC**

SALARY: **RANGE 41 \$12.0895-\$13.3447 Per Hour**

EMPLOYMENT OPPORTUNITY: **One part time (split shift—2 hrs a.m. & 2 hrs p.m.) position available with Neighborhood House Association, Senior Nutrition Program.**

FILING DEADLINE:

Applications are being accepted until the position is filled. **Applications and job announcements may be obtained at the above address or 841 South 41st Street, San Diego, 92113; or refer to the website at www.neighborhoodhouse.org.**

DUTIES:

Drives agency van daily; drives a 20 or more passenger bus; picks-up and drops-off clients involved in NHA Senior Program; assists in planning and drives clients on fieldtrips; may be required to deliver meals to different sites and clients' homes; loads and unloads meals; responsible for van maintenance; maintains vehicles' gas and oil levels and service and repair needs; operates vehicle for other authorized uses; maintains mileage log and trip record; keeps vehicle clean inside and out and performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Experience & Training: Requires a valid California Class B Driver's License; excellent driving record.

Knowledge of: San Diego County areas; operating a passenger vehicle.

Ability to: Maintain the confidentiality of clients; relate to senior citizens; be sensitive to and patient with their challenges; lift 25 lbs. or more.

LICENSES AND CERTIFICATION:

A DMV printout and copy of driver's license must be attached to application; those applications without DMV printout will not receive any further consideration.

APPLICATIONS OF CANDIDATES WHO DO NOT MEET THE STATED POSITION REQUIREMENTS WILL NOT BE CONSIDERED. ONLY THOSE CONSIDERED FOR INTERVIEW WILL BE CONTACTED.

The provisions of this job announcement do not constitute an express or implied contract.

SUBMISSION OF APPLICATIONS

Applications must be filled out completely and legibly. Applications may be submitted in person or by mail. All statements on the application will be subject to verification and investigation prior to employment. When a closing date is indicated, applications must be received by or before 4:30 p.m. on that date, unless otherwise stated on this job announcement.

POSITIONS REQUIRING DEGREE/ CREDENTIAL

Where required, an official transcript from an accredited college/university and/or Credential must accompany the application. Applicants who fail to comply with this requirement will not be eligible for interview.

BENEFITS

Vacation; sick leave; 13 holidays; 2 personal days and 4 days bereavement leave; medical; dental; life and disability insurance; Social Security and Retirement Plan.

HOURS

Unless otherwise stated in this job announcement, the normal workweek is eight (8) hours per workday for five (5) workdays (i.e., 40-hours per workweek), although the actual hours of work in the workday may vary between 6 a.m. – 11 p.m. Occasional weekend work may be required.

INTRODUCTORY PERIOD

All non-professional positions have an initial introductory period of six (6) months, and all Union professional positions have an initial introductory period of nine (9) months.

CITIZENSHIP/IMMIGRATION STATUS

In accordance with the Immigration Reform and Control Act of 1986, Neighborhood House Association hires only U.S. citizens and others lawfully authorized to work in the U.S.