



Job Posting

Job title: TANF Driver

Location: Pala, CA

Application Deadline: 5/29/17

Compensation: Minimum of \$13/hour. DOE

Status: Full Time/Regular position.

Job Summary

The TANF Driver will be responsible for transportation services for TANF clients attending work participation activities in San Diego County and south areas or Riverside County (such as Temecula). This includes picking up and driving clients to and from pre-determined locations, keeping accurate records, and performing other transportation tasks as needed. Will need to work flexible hours and be able to adapt to a change in schedule, office location, route and job duties at a moment's notice. Must be willing to work weekends on occasion.

Essential Functions

- Pick up and deliver participants (including adults and children) to and from various locations in San Diego County, including rural areas and reservations, for training, appointments and special activities.
- Provide excellent customer service in a patient, friendly, and helpful manner.
- Maintain accurate records of all trips, vehicle maintenance, mileage, persons riding in vehicle, and any incidents that occur.
- Prepare, schedules and vehicle reports and Fiscal requests.
- Department filing (ie. vehicle reports, fiscal requests, etc.)
- Inspect company vehicles for cleanliness, safety, and potential mechanical problems daily, and promptly report any needs or issues to the Transportation Manager.
- Update and maintain inventory of vehicle equipment.
- Provide backup for delivery of SCTCA interoffice mail, other drivers' routes, or any other reasonable request made by the Transportation Manager.

- Provide backup for TANF receptionist, including answering phones, taking messages, greeting visitors and directing them to the appropriate offices, and occasional filing.
 - Schedule and take vehicles in for routine service.
 - Confident driving in inclement weather and on rural roads in remote areas.
- Other duties as assigned.

Job Requirements and Qualifications

Education: High School Diploma or GED.

Certificates & Licenses: CPR and First Aid. Valid California C-class Driver's License and acceptable Motor Vehicle Report at time of hire and continued throughout employment.

Knowledge Requirements: Familiar with Indian reservations in San Diego County where transportation services are provided. Ability to exercise sensitivity and good judgment in dealing with people from diverse socio-economic backgrounds in difficult situations. Ability to maintain strict confidentiality of all personal and/or program-related information shared by TANF participants.

Experience: Experience driving a passenger vehicle for business purposes, transporting people of various ages to different locations. Entry level to intermediate experience with desktop computers (Microsoft Word and Excel).

Physical: Be able to assist participants in and out of vehicle and into appointment location—able to lift and carry 40 pounds regularly.

Conditions of Employment: Minimum 25 years of age, for auto insurance purposes. Candidates are required to successfully complete required background check, including Live Scan, and drug screening.

Other Information

In addition to the essential duties listed above the TANF Driver is expected to:

- Communicate regularly with supervisor and coworkers about department issues and/or schedule changes. Must possess excellent communication skills both orally and in writing.
- Demonstrate efficient time management and prioritizes workload daily.
- Consistently report to work on time prepared to perform the duties of the position.
- Demonstrate tact and a high level of professionalism due to the sensitive and highly confidential nature of the position.
- Demonstrate ability to handle difficult situations with respect and courtesy.
- Be detail oriented and possess strong organizational skills.
- Be available some evenings and weekends.

About Our Company

The Southern California Tribal Chairmen's Association (SCTCA) is a multi-service non-profit corporation established in 1972 for a consortium of 19 federally-recognized Indian tribes in Southern California. The primary mission of SCTCA is to serve the health, welfare, safety, education, cultural, economic and employment needs of its tribal members and enrolled Indians in the San Diego County urban areas. A board of directors comprised of tribal chairpersons from each of its member Tribes governs SCTCA.

How to Apply

Apply online at <http://sctca.applicantpro.com/>

Or

Fax a completed Application for Employment and resume to 760-742-8610.

Or

Apply in person and submit a completed Application for Employment with a resume to the Human Resources office, located at 36146 Pala Temecula Rd. Bldg H. Pala, CA 92059. Applications accepted Monday-Friday 9:00 AM to 3:30 PM unless office is closed for a Holiday or special event.

Note: The Application for Employment can be found at www.sctca.net, under the "About SCTCA" link.

To be considered under Native American Preference, you must submit verification of Tribal affiliation with your application.

Once you have submitted your application...

A member of our human resources team and the hiring manager will review resumes. You will be contacted through email if your experience, skills, education, and background best match the requirements for the opportunity. The email will invite you to take an assessment for the position which you must complete in order to move forward in the process.

SCTCA IS AN "AT-WILL" EQUAL OPPORTUNITY EMPLOYER WITH NATIVE AMERICAN PREFERENCE