



Job Posting

Job title: TANF Driver

Location: Pala, CA

Application Deadline: Open until filled

Compensation: Minimum of \$18/hour. DOE.

Benefits: **Paid Holidays *Rich Medical, Dental & Vision *Generous Vacation & Sick *401(k) Match*

Status: Full Time/Regular position

**WE ARE AN ORGANIZATION THAT VALUES IN-PERSON COLLABORATION AND INTERACTION, SO
WE DO NOT OFFER ANY REMOTE POSITIONS.**

Job Summary

The TANF Driver is responsible for transporting TANF participants to and from work participation activities across San Diego County and southern Riverside County (including Temecula). This role involves maintaining accurate trip records, ensuring vehicle safety, and adapting to schedule and duty changes as needed. The position requires flexible hours, including split shifts, with occasional evening and weekend availability.

This position requires daily travel of up to 200+ daily miles in various conditions, including inclement weather, unpaved roads, freeways, city streets, and mountainous terrain. Travel may occur during evening and early morning hours.

Essential Duties and Responsibilities

1. Safely transport participants (adults and children) to training sessions, appointments, and special events, including rural and reservation areas.
2. Provide friendly and professional customer service.
3. Maintain accurate records of trips, vehicle maintenance, mileage, passenger logs, and any incidents.
4. Prepare schedules, vehicle reports, and fiscal requests.

5. Organize and maintain departmental files, including reports and requests.
6. Conduct daily vehicle inspections for cleanliness, safety, and mechanical issues, reporting any concerns promptly to the Transportation Manager.
7. Manage inventory of vehicle equipment.
8. Assist with interoffice mail deliveries and provide backup support for other drivers as needed.
9. Serve as a backup receptionist, answering phones, taking messages, greeting visitors, and filing documents.
10. Coordinate routine vehicle servicing appointments.
11. Drive confidently in inclement weather, rural roads, freeways, and city environments.
12. Perform other duties as assigned.

Job Requirements and Qualifications

- Education: High School Diploma or GED.
- Valid California Driver's License (required at hire and maintained throughout employment) with an acceptable driving record per SCTCA insurance requirements.
- CPR and First Aid Certification.

Knowledge & Experience

- Strong understanding of California driving laws and safety regulations, including defensive driving techniques.
- Familiarity with Indian reservations and urban areas in San Diego County.
- Experience transporting individuals of various ages.
- Basic to intermediate computer skills (Microsoft Word, Excel, internet navigation, and email).

Physical

- Ability to assist participants in and out of the vehicle and into appointment locations.
- Must be able to lift and carry up to 40 pounds regularly.

Conditions of Employment

- Final candidates must pass a background check, Live Scan and drug screening.

Additional Expectations

- Maintain professionalism and confidentiality at all times.
- Be punctual and prepared for work daily

- Exhibit excellent oral and written communication skills.
- Handle difficult situations with courtesy and respect.
- Work effectively with individuals from diverse cultural and socio-economic backgrounds.
- Manage workload efficiently in a fast-paced environment.
- Be highly organized and detail-oriented.
- Work independently while following established policies and procedures.
- Occasionally work evenings, weekends, and travel as needed.
- Participate in departmental meetings, committees and training sessions.
- Assist with on-boarding and training new TANF drivers.
- Travel between office locations as required.

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 25 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

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

A. Apply in person and submit a **completed Application for Employment with a resume** to the Human Resources office*, located at 11475 Nejo Rd. Bldg H. Pala, CA 92059. *Office subject to closures.

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

Note: The Application for Employment can be found at www.sctca.net, under the “Careers” link.

Next Step in the Process

1. If you are selected to move forward, you will be emailed an online assessment.
2. If you are not selected, you will receive a denial email.

Note: These emails could possibly go to the spam folder, so please check there as well.

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

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

application.