



Job Openings

POSITION TITLE: DIAL-A-RIDE TRANSPORTATION (DART) DRIVER
Program: Transportation
Reports to: Operations Manager
FLSA: Full & Part-Time, Non-Exempt Position
Wage: \$11.86 to Start, \$14.35 after 6-month training period

HIRING BONUS OF UP TO \$500

SUMMARY:

Under contract with Community Transit, the DART Driver is responsible for providing safe and reliable transportation for frail, elderly, disabled and/or vulnerable adults within the contract service area. Duties and other responsibilities include safely driving a 20 to 28 foot bus or van, assisting passengers in and out of buses, carrying packages or groceries weighing up to 40 pounds, following safety rules and agency policies as well as attending meetings and training classes, maintaining reports and records as required, communicating via radio using proper radio procedures, reporting to work on time, carrying a working watch while in service, and being able to perform other specific physical job functions pertaining to the job position.

EDUCATION AND EXPERIENCE REQUIRED:

- Must be 21 years of age
- Minimum 5 years driving experience (does not have to be professional)
- High School education or equivalent
- Experience working with the elderly or disabled preferred

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Must have current Washington State driver's license
- No moving violations or at-fault accidents within the last 3 years
- Must possess or obtain a current medical card and CDL license
- Must have reliable method of getting to work and reliable telephone
- Possess a functional knowledge of the service area geography
- Must be able to document information accurately and communicate concisely on radio and in person
- Able to work varied hours and days as determined by bid based on seniority
- Able to work calmly under pressure and in emergency situations
- Must relate well with various personalities and possess an awareness of human needs
- Must have an above average amount of patience and sincere desire to work with the clients served

This position is a safety sensitive position and must pass physical examination and drug/alcohol testing as well as a criminal history and credit check

CLOSING DATE: November 7, 2008 or until filled

POSITION TITLE: HR ASSISTANT
Job # 27-AD-0008
Program: Administration – Human Resources
Reports to: Human Resources Director
FLSA: Full-Time, Non-Exempt
Wage: DOE

SUMMARY:

Provides support to the Human Resources Department which includes general administrative duties, recruitment and employee processing. Must be able to successfully multi-task and prioritize in a fast-paced environment.

EDUCATION AND EXPERIENCE REQUIRED:

- High school graduate or equivalent
- Two to three years in administrative experience that provides the required skill, knowledge, and abilities
- One year experience in Human Resources

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Proficient with Microsoft Office including Word, Excel, Power Point, Publisher
- Able to format reports, compose correspondence as well as newsletters and flyers, etc
- Excellent customer service skills with ability to relate well with a diverse population and staffing levels; show respect, care and concern in appropriate ways
- Strong written and verbal communication skills
- Strong detail orientation, organizational skill and time management skills
- Able to follow established processes and policies
- Able to handle daily job responsibilities in an environment with frequent interruptions
- Able to maintain sense of humor and positive attitude with coworkers and public
- Able to perform the essential functions of this position with or without reasonable accommodation

CLOSING DATE: August 15, 2008 or until filled

POSITION TITLE: TAP DRIVER
Program: Transportation Assistance Program
Reports To: Transportation Supervisor
FLSA: Part-Time
Wage: DOE

SUMMARY

Provide safe and reliable transportation for frail, elderly, disabled and/or vulnerable adults as scheduled.

EDUCATION AND EXPERIENCE REQUIRED:

- High school diploma or equivalent
- Minimum five years driving experience (does not have to be professional)
- Must have current Washington State drivers license
- Must possess or obtain a current medical card and CDL license
- No at-fault accidents or moving violations within the last 3 years

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Ability to work varied hours and days as determined by schedule
- Communicate via radio using proper radio procedures and follow directions given by dispatch or supervisor
- Posses a functional knowledge of the service area geography; ability to read maps
- Ability to work calmly under pressure and in emergency situations
- Must have an above average amount of patience and sincere desire to work with the clients served
- Safely drive a 22 foot bus or van over specified routes as assigned
- Assist passengers into and out of the bus including pushing, pulling, loading and unloading wheelchairs and assisting passengers using ambulatory aids or are developmentally disabled.
- Assist passengers to and from their front door, up and down steps, transferring to another transit vehicle
- Carry packages or groceries, weighing up to 30 pounds, for passengers
- Experience working with the elderly or disabled preferred.

CLOSING DATE: August 15, 2008 or until filled

Position Title: LEAD NUTRITION PROGRAM DELIVERY DRIVER
Job: 42-NT-0008
Program: Nutrition
FLSA: Full Time, Benefits
Wage: DOE

Work Schedule: Monday – Friday; 6:30am until end of route. Weekdays only.

SUMMARY

Deliver frozen meals to frail, homebound older adults. Works closely with Program Assistants for scheduling and routing information. Works with Assessment Specialist regarding client information. Works closely with program participants.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assemble and pack frozen meals according to client orders
- Deliver meals to client homes
- Work with Director or Registered Dietician in scheduling driving staff
- Observe and report changes in client condition or situation to Assessment Specialist
- Contact emergency personnel when client situation warrants
- Store foods according to standards to assure food safety and sanitation. Check to be sure refrigerated equipment is operating at safe temperatures and report any problems to Nutrition office. Rotate stock appropriately
- Maintain clean assembly area. Wash tables daily with sanitizing solution
- Complete required documentation and submit to the Nutrition office on a timely basis:
 1. Frozen meal, juice, roll, supply orders
 2. Monthly inventory
 3. Payroll timesheet by date specified for Payroll processing
 4. Pre-trip inspections
- Report any needed van cleaning and maintenance to Program Assistant
- Collect money boxes and paperwork from meal sites on a pre-arranged schedule
- Collect client donations according to procedures
- Attend scheduled drivers meetings

Daily:

- Monitor daily vehicle safety checks
- Upon arrival, take messages from voice mail and process menus
- Double check orders for accuracy
- Track damaged meals for credit from vendor
- Place order for meals
- Review daily routes and make changes, if necessary and as feasible, to equitably distribute workload
- Order meals each morning; coordinate with Congregate Specialist re: ordering other food items
- Deliver Mukilteo Compass orders each morning

Weekly:

- Maintain stock of milk, emergency meals, pet food
- Assure vehicles are washed

- Organize and stock vehicles with necessary supplies and paperwork

As needed:

- Together with Program Assistant, schedule routine and emergent maintenance for vehicles
- Arrange for make-up meal deliveries
- With program director, evaluate routing and suggest changes as needed
- Assign routes for new clients if questionable
- Train all new drivers
- Arrange for vacation and sick leave coverage for all drivers
- Coordinate vehicle maintenance with program assistant
- Train new drivers; take interns and students on routes as requested
- Coordinate volunteer schedules and routes
- Assign routes for clients when needed
- Other duties as assigned

EDUCATION AND EXPERIENCE REQUIRED

- Valid Washington State driver's license
- No at-fault accidents within the last 3 years
- Valid CPR certificate
- Ability to communicate effectively with seniors and office staff
- Excellent map reading skills and knowledge of Snohomish County
- Ability to follow written and verbal instructions
- Ability to problem solve and work in stressful situations
- Interest in working with and for senior adults
- Sense of humor

ERGONOMIC REQUIREMENTS

Driving van for 4-8 hours in occasional bad weather. Frequent getting in and out of van. Position requires handling frozen products, frequent bending and lifting up to 50 pounds.

CLOSING DATE: January 2, 2009 or until filled

Position Title: LEAD HOUSING MAINTENANCE SPECIALIST
JOB # 41-HS-0008
Department: Housing Services
Reports To: Housing Maintenance Manager
FLSA: Full-Time, Non-Exempt
Wage: DOE

SUMMARY

This position is responsible for necessary maintenance and general up-keep tasks to maintain apartment buildings and projects in a safe and satisfactory condition and assists Housing Maintenance Manager through monitoring and oversight of maintenance staff and vendors. Also is aware of needed maintenance on buildings and is able to generate Work Requests to correct needed repairs.

EDUCATION AND EXPERIENCE REQUIRED

- High School graduate or GED
- Five years experience in a similar position or equivalent background
- Appliance repair, plumbing, electrical (high/low voltage) training and HVAC familiarity preferred
- Experience with health and safety standards, and state and local rules and regulations preferred.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform assigned tasks pertaining to the regular preventative maintenance plan.
- Ability to work in a Team environment as it pertains to capital improvements as well as major maintenance projects.
- Responsible for tasks pertaining to grounds keeping; not done by regular grounds staff.
- Maintain daily records of work orders, purchases and labor.
- Track, maintain & report inventory as well as supply inventory control as requested by Maintenance Manager.
- Report to Maintenance Manager any requested changes to units made by Resident Manager or tenant.
- Monitor and report quality and consistency of vendor services, i.e. Quality of carpet & Vinyl install as well as any cleaning service; includes any other vendor type service
- Repair, maintain and monitor a secure key system.
- Assist with over-site inspections by outside agencies.
- When on call, must be able to respond to emergency calls as needed.
- Must remain alcohol free while on call.
- Other duties as required by Housing Maintenance Manager

LEAD MAINTENANCE SPECIALIST DUTIES AND RESPONSIBILITIES:

- Assist with training of new staff and assist with on going training of Maintenance Specialists and Resident Managers of maintenance related issues as needed
- Monitor work of other Maintenance Specialists and alert Maintenance Manager of concerns about work quality and professionalism
- Assist Housing Management as needed
- Responsible for the oversight and quality control of janitorial vendor services at buildings
- Monitor condition of Housing vehicles, especially the drivers compartment and ladder racks, for safety compliance
- Over see the Maintenance Specialists weekly safety checks of fluids, tires, lights etc

- Monitor Maintenance Specialists tools and equipment for safety concerns, i.e. frayed or broken insulation of extension cords and power tool cords
- Insure proper maintenance/repair of Housing Management supplied tools/equipment
- Oversee period cleanup of storage and workshop areas
- Completion of Move-outs inspections and Unit Turn final inspections using standardized Housing Forms

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the rules and policies of the Washington State Landlord Tenant Act, The Department of Housing and Urban Development and the Washington State Housing Finance Commission and any other state or local laws that apply
- Must have all tools listed on Housing Maintenance Tool List, to perform a wide variety of repairs
- All tools needed for current Work Orders must be on person or in same building of repair
- Proficiency with all necessary tools and equipment
- Ability and experience in all phases of residential and multi-family repair
- Ability to work with a diverse population
- Ability to relate well to elderly and disabled people
- Good interpersonal and communication skills
- Ability to maintain a professional demeanor during stressful situations
- Organizational skills to collect data and maintain records
- Ability to perform duties with minimal direct supervision
- Must have valid Washington State Driver's License, a good driving record, and proof of car insurance
- Ability to read and write English well in order to do paperwork

ERGONOMIC REQUIREMENTS

- Must be able to use full range of sense of hearing, sight, touch and smell as needed to identify problems and conduct problems
- Must be able to lift up to 80 pounds
- Must be capable of a full range of physical activity as needed to perform a wide range of repairs, including the ability to crouch, kneel, crawl, stoop, bend at the waist, lift stretch, high degree of manual dexterity, etc.
- Must be able to climb a ladder and work at heights up to 30 feet above the ground
- Must be able to work outside in all types of weather

CLOSING DATE: December 19, 2008 or until filled

POSITION TITLE: DIAL-A-RIDE TRANSPORTATION DISPATCHER
Job # 43-DT-0008
Program: Transportation
Reports To: Dispatch Manager
FLSA: Full Time, Non-Exempt
Wage: \$12.81 to start, \$15.50 after 6-month training period

SUMMARY:

Perform a variety of administrative and technical duties. Primary goal of the dispatcher is to control the daily movement of DART vehicles and provide information to Para-transit drivers in a timely and efficient manner.

EDUCATION AND EXPERIENCE REQUIRED:

- High School or GED
- Minimum of six months as an Order Taker or at least six months recent (within last three years) dispatching experience **or**
- Experience in transportation or communication field or any combination of training and experience that provides the required skills, knowledge, and abilities.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Effective and clear verbal and written communication skills
- Must be able to document information accurately and communicate concisely on radio and in person
- Geographic knowledge of Snohomish County
- Ability to read maps
- Ability to make quick, appropriate decisions
- Must possess skills to work quickly and calmly under pressure
- Ability to work varied hours and days as determined by bid based on seniority
- Knowledge of computer operations and keyboarding skills
- Relate well with various personalities and possess an awareness of human needs
- Must have an above average amount of patience and sincere desire to work with the clients served
- Must be able to read, write, and speak the English language in a clear and understandable manner

CLOSES: January 9, 2009 or until filled

To Apply: If you are interested in applying for an open position, please submit a completed application, cover letter and resume to (*all* driving positions require the Driver Supplemental Application, along with a clean driver's abstract):

Senior Services of Snohomish County
Attention: Human Resources Department
8225 44th Ave W, Ste O
Mukilteo, WA 98275
Fax: 425.290.1244
E-mail: humanresources@sssc.org
No phone calls or email inquiries please

Applications and driver supplemental applications are available on our website.

Senior Services of Snohomish County is an Equal Opportunity Employer