



EMPLOYMENT OPPORTUNITY
SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY

Position Title: Resident Services Driver

Announcement No.: 22-015

External/Internal Posting

DEPARTMENT: Supportive Services Department

OPENING DATE: Monday, April 11, 2022

SALARY RANGE: \$33,176 - \$53,102 per annum

CLOSING DATE: Until Filled

DESCRIPTION OF DUTIES: Under Direct supervision of the Supportive Services Manager, this position provides transportation to elderly and family residents of the Southern Nevada Regional Housing Authority's low-income housing developments. Employees in this classification perform skilled level work in operating multi-passenger vehicles and wheelchair lifts. Position is responsible for driving residents to special events, the grocery store, doctor's offices, and youth events. The incumbent also picks up and delivers office supplies, equipment, and confidential documents. The duties listed below illustrate the various types of work performed. The omission of specific statements regarding duties does not exclude them from the position if the work is similar, related, or a logical assignment in association with this position.

SUPERVISION EXERCISED: No supervision excised.

ESSENTIAL JOB FUNCTIONS/DUTIES: Primary essential job functions are listed in "bold."

- **Operate various vehicles while providing transportation to residents in accordance to Housing Authority and safety standards.**
- **Adhere to daily schedules and routes as assigned.**
- **Deliver board packets and post board meeting agendas.**
- **Keep departmental vehicles well maintained in accordance with Housing Authority standards.**
- **Log and maintain accurate records for transportation services.**
- Pickup and delivery of donated goods and supportive service deliveries as required.
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- Maintain communication with Senior Services staff while on transit through the use of radio, pager, or telephone as required.
- Attend Resident Council and departmentally sponsored activities as directed.
- Initiate and implement activities for senior residents as appropriate.
- Adhere to the confidentiality standards of the Privacy Act of 1974, {U.S.C. § 552A} as amended.
- Support the relationship between SNRHA and the constituent population by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and SNRHA staff.
- Communicate clearly and concisely, both orally and in writing.
- Exercise good judgment in performance of job duties.
- Perform related duties and responsibilities as required. Perform other duties as assigned.

MINIMUM REQUIREMENTS:

Work Experience: Six (6) months previous experience and/or training in a paid or volunteer position involving public contact;

Education: High school diploma or GED equivalent.

Licenses and Certifications: Valid Nevada CDL Driver's license required at the time of appointment and must be insurable under SNRHA automobile policy. Must also possess a driving record clear of moving violations within the last three (3) years (as verified by DMV).

KNOWLEDGE/SKILLS/ABILITIES:

1. Knowledge of Nevada Department of Motor Vehicle Regulations.
2. Knowledge of Resident Councils and other senior-oriented activities.
3. Knowledge of various community senior organizations and locations.
4. Knowledge of SNRHA policies and procedures.
5. Ability to drive multi-passenger vehicles; operate vehicle wheelchair lifts.
6. Ability to maintain vehicles in good order.
7. Ability to understand geographic directions and respond to changing traffic situations.
8. Ability to work effectively with people from diverse socio-economic and cultural backgrounds.
9. Ability to read, write, and speak English.
10. Ability to work well with elderly persons/residents.

EVALUATION AND SELECTION FACTORS: Applicants who meet the minimum requirements defined above will be further evaluated. Applicants who do not meet the minimum requirements defined above will not be considered for this position.

Supplemental Information: This is a non-exempt position and is eligible for participation in the bargaining unit that now represents Southern Nevada Regional Housing Authority employees.

Pre-Employment Drug Testing & Background Check: Satisfactory results of the pre-employment drug test and background check is required.

Equal Opportunity Employment Policy: SNRHA is an Equal Employment Opportunity (EEO) employer and welcomes all qualified applicants. SNRHA has established and adopted an Equal Employment Opportunity and Affirmative Action Policy. The Company will not discriminate and will not tolerate discrimination based on race, gender, sexual orientation, marital status, age, religion, color, creed, national origin, ancestry, genetic characteristics, veteran or military status, disability, domestic violence victim status, or any other factor prohibited by applicable state, federal, or local law. This policy applies to all terms, conditions and privileges of employment including recruiting, hiring, initial periods of employment, job assignments, training and development, promotion, transfer, compensation, benefits, educational assistance, layoff and recall, social and recreational programs, termination and separation.

HOW TO APPLY: All interested candidates must submit complete Employment Application, with updated resume attached. Applicants can visit www.snrha.org click on employment tab to complete Employment Application on job portal. An incomplete Employment Application and/or failure to meet the minimum requirements listed above will result in disqualification. Additional information will not be accepted after the closing date.

Applications must be received in the Human Resources Department by 6:00 p.m. on the closing date. **Applications become the property of the Housing Authority and will not be copied or returned. The closing date may be earlier than listed based on number of applications received.**

Notice to Disabled Applicants: To request an accommodation contact the Human Resources Department.

APPLICANTS WILL RECEIVE CONSIDERATION BASED UPON MERIT AND POTENTIAL WITHOUT DISCRIMINATION BECAUSE OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, VETERAN STATUS, OR GENETICS. AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER/SECTION 3 HUD EMPLOYER.