

S O U T H
S U B U R B A N
P A D S



POSITION: Substitute Driver

TYPE: Part-time, nonexempt

HOURS: varies depending on need

HOURLY RATE: \$15

SHIFTS AVAILABLE: Early mornings, mid-day, and evenings

DESCRIPTION: The mini-bus (14-passenger) and van driver is responsible for transporting clients and materials during the designated shift

REPORTS TO: Director of Housing and Emergency Shelter Manager

DUTIES AND RESPONSIBILITIES MAY INCLUDE:

- Follow posted transportation schedule as posted
- Transport clients safely to and from predetermined destinations
- Ensure safety of all clients by adhering to and following all rules of the rules
- Maintain a supportive and enthusiastic approach at all times
- Promote the mission of South Suburban PADS
- Maintain confidentiality of clients
- Maintain transportation logs and submit accordingly
- Attend monthly team meetings
- Support programs by picking-up and delivering supplies as needed

PREFEERED QUALIFICATIONS:

- Valid Illinois Driver's License
- Clear Driving Record (Copy of Driver's Abstract required)
- Dependable and Flexible
- Minimum High School Diploma/G.E.D, Some College Preferred
- Ability to sit, stand, lift up to 40lbs, and navigate stairs
- Access to reliable transportation (All Sites are not accessible via public transportation)

To APPLY: Send a cover letter and resume to skidd@sspads.org

South Suburban PADS is an interfaith movement that has been working to prevent and end homelessness. Over the past 27 years, the organization has provided shelter and meals to enable over 17,000 people to survive homelessness. South Suburban PADS ultimately seeks to provide pathways home, and currently helps about 500 people to preserve or access affordable rental homes every year. More at sspads.org

We do not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.