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## Opening: *Energetic Van Driver*

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**Location:** Los Angeles, CA      **Pay:** \$24,900–\$26,000/Annually      **Hours:** Full Time (TBD)  
**Benefits:** 401K, Flexible Spending, Employee Assistance Program, Medical, Dental and Vision.  
**Requirements:** High school diploma or its equivalent, valid A or B License, Clean driving record, Minimum of 21 years of age, a minimum of two (2) years related work experience, Reliable Vehicle, Vehicle Registration, Insurance, Valid photo ID, Proof of citizenship, and Security check.

**Who are we?** HPC is one of Southern California's top providers of program management and assistance to disadvantaged people re-entering the workforce. We market positive, punishment-free, motivation-enhancing counseling and advice. Services certified and funded through a wide range of key organizations including the Social Security Administration, the U.S Department of Labor, and the California Department of Corrections. We provide excellent employee opportunities for continued career development and are an equal opportunity employer. Find out more about how the success of our clients is our most important product by going to [www.HPCemployment.org](http://www.HPCemployment.org).

**The position:** The Van Drivers main responsibility is to provide Client Transportation to and from various program sites, appointments, parole offices, etc. **The ideal applicant** will provide **evidence** of (1) superior transportation abilities through the prompt and safe delivery of materials, documents and/or food for participants at program sites, (2) excellent administrative skills through maintaining driving records, routes, schedules and participants, (3) working knowledge of automatic routing or location software and (4) the ability to load and unload a vehicle. **The ideal applicant** will demonstrate superior abilities and skills in (1) taking on responsibilities and challenges, (2) leading, taking charge, and offering opinions and directions, (3) being pleasant with others on the job and displaying a good-natured, cooperative attitude, (4) maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations, (5) being open to change (positive or negative) and to considerable variety in the workplace, (6) being honest and ethical, (7) giving full attention to what other people are saying, taking time to understand the points being made, asking questions when appropriate, and not interrupting at inappropriate times, (8) monitoring/assessing performance of other individuals to make improvements or take corrective action, (9) and the ability to shift back and forth between two or more activities or sources of information.

**To apply:** Request a preliminary application packet from our Human Resource Department. You may contact the Human Resources Dept. at (310) 756-1560. Submit to [resume@hpcemployment.org](mailto:resume@hpcemployment.org) or fax to (310) 756-1562.