
Opening: Van Driver, Parole-Community Transition Project

Location: Riverside, CA **Pay:** TBD **Duration:** April 1, 2010 – March 31, 2013 **Hours:** Full time
Benefits: 401K, Medical, Dental and Vision Insurance

Minimum Requirements: High school diploma or its equivalent; valid A or B License; clear driving record; minimum 21 years of age; minimum of two (2) years related work experience; reliable vehicle; vehicle registration; insurance; valid photo ID; proof of citizenship; Security check; TB Clearance and CPR/First Aid training.

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.

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.

To apply: Request a preliminary application packet from our Human Resource Department. You may contact the Human Resources Dept. at (310) 756-1560. Submit completed applications by fax to (310) 756-1562.