

The Schenectady Municipal Housing Authority

Part-Time Position (20 Hours Per Week)

Van Driver / Program Aide

The Schenectady Municipal Housing Authority (SMHA) is seeking to fill the part-time position (20 hours per week) of **Van Driver / Program Aide**. This position involves responsibility for the operation of a multi-passenger vehicle to transport passengers for various programs to and from medical appointments in accordance with a planned schedule. In addition, when not involved in the operation of a vehicle, the incumbent is responsible for performing a variety of other tasks as assigned.

Special Requirements: Must possess a valid NYS Driver's license at the time of appointment and must maintain such license throughout the tenure of appointment.

Starting Hourly Rate: \$13.00

Normal Work Schedule: Part-Time, 20 hours per week

Pre-employment and Random Drug Screening: It is the policy of SMHA to require applicants to take and successfully pass a pre-employment drug test. Employees in this position are subject to random drug testing throughout employment.

Submission Requirements: Applicants must submit a job application and attach a copy of their resume. The application can be downloaded from our website <http://www.smha1.org/News.html> (scroll down to Job Opportunities and click the link to Employment Application). Application and resume may be submitted via mail or email to the following:

Office of the Executive Director
Schenectady Municipal Housing Authority
375 Broadway
Schenectady, NY 12305
jobs@smha1.org

Submission Deadline: November 1, 2020

The Schenectady Municipal Housing Authority is an Equal Opportunity Employer