



JOB OPENING

JOB TITLE	Senior Division Van Dispatch
POSTING DATE	October 18, 2024
CLOSING DATE	Open Until filled
DEPARTMENT/DIVISION	Special Services/Costick Center
EMPLOYEE GROUP	General
EMPLOYMENT STATUS	Part-Time, Regular (25 hours/week)
START DATE & WORK SCHEDULE	ASAP The dispatch office is open Monday- Friday, 8:30 am – 3:30 pm.
PAY RATE	\$13.50-\$15.50
PREVIOUS WORK EXPERIENCE	Experience scheduling and working with the public helpful. Experience working with older adults is desirable but not required
EDUCATION:	High school graduate or equivalent
SPECIAL SKILLS & TRAINING	Excellent driving record, Chauffeurs license is required within 30 days of hire. Familiarity with Farmington/Farmington Hills is preferred. Excellent customer service skills and patience. Must be able to follow directions and read maps.
BASIC RESPONSIBILITIES	Schedule community transport for senior adults and people with a disability from home to shopping and medical appointments.
HOW TO APPLY	All candidates must complete an online application . Please create an account and submit online for consideration.

EQUAL OPPORTUNITY EMPLOYER