Job Postings

Jackson-Vinton Community Action, Inc. has the following positions available. Starting wage is $10/hr., part-time (28 hrs. or less week)/full year. Interested persons must submit a **completed** agency application to Cheryl Thiessen, Executive Director, 118 S. New York Avenue, Wellston, Ohio M-F 8-4. Application can be picked up at the address above or printed from agency website [www.jvcai.org](http://www.jvcai.org). **Emailed and faxed applications will not be accepted.** Deadline for application is 4:30 p.m., Monday, February 8, 2021 or until positions are filled. JVCAI is an EOE/Provider of Services.

**Qualifications -** High school diploma or equivalent required. Must be at least 21 years of age, have a valid Ohio Driver’s License, good driving record, and be insurable under agency’s fleet policy. Relevant past experience preferred. Positions require lifting (40 – 60 lbs.), bending, climbing, stooping, pushing, and visual acuity. Must consent to and have a favorable pre-employment BCII background check, physical, and drug/alcohol screening. Must be able to deal with high customer traffic demands and be sensitive to the needs of low-income, disabled and minority customers.

**Custodian** – Must have working knowledge of building and construction systems with at least 2 years related experience. This position requires hands-on janitorial and building maintenance duties; grounds keeping; and regulatory compliance, such as OSHA, at assigned sites. Ability to complete multiple assignments effectively and efficiently and must prioritize duties and responsibilities to ensure a safe and hazard free work environment.

**Transportation Driver** – Transport eligible customers to and from predetermined destinations, utilizing agency owned vehicles in various areas of Ohio. Hours will vary depending on client demand and will include some early mornings, late evenings and holidays. Ability to input data into a tablet to record program activity.

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