

EMPLOYMENT OPPORTUNITY FACT SHEET

AS A PARTNER WITH THE ARKANSAS DEPARTMENT OF WORKFORCE SERVICES, WE REPORT ALL APPLICANTS WHO FAIL TO KEEP THEIR SCHEDULED INTERVIEW OR FAIL TO REPORT FOR A SET START DATE. ONLY SERIOUS APPLICANTS NEED APPLY.

POSITION: Transportation Support
LOCATION: Benton Administration Office
HOURS: 40 Hours per Week – FULL-TIME

APPLICATION DEADLINE: Open until filled
DATE POSITION TO BE FILLED: As Soon As Possible
SALARY: \$ 15.25 per hour

JOB DUTIES:

Answer telephones and route calls as appropriate and provide information to clients and staff as necessary.
Assist with Medicaid transportation compliance documentation.
Document customer complaint issues for supervisor to resolve
Compile and maintain daily spreadsheets
Filing
Data Entry
Other duties as assigned

EDUCATION REQUIREMENTS: One-year certificate from college or technical school; or six months to one year related experience and/or training; or equivalent combination of education, training, and experience preferred.

EXPERIENCE NEEDED: Excellent customer service, communication, computer, typing, telephone and organizational skills required. Ability to multi-task, handle; sensitive/confidential information and work in a fast paced environment.

OTHER REQUIREMENTS: Criminal Background Check and Pre-Employment & random drug/alcohol testing (DOT regulations). Frequently must lift and/or move up to 25 pounds.

“EQUAL OPPORTUNITY EMPLOYER”

Central Arkansas Development Council

To download Employment Application go to www.cadc.com or for more information call 501-315-1121

“Equal Opportunity Employer” **NOTICE OF NON DISCRIMINATION** The Central Arkansas Development Council complies with all civil rights provisions of federal statutes and related authorities that prohibit discrimination in programs and activities receiving federal financial assistance. Therefore, Central Arkansas Development Council does not discriminate on the basis of race, sex, color, age, national origin, religion, disability, Limited English Proficiency (LEP), or low-income status in the admission, access to and treatment in the Central Arkansas Development Council programs and activities, as well as the Central Arkansas Development Council hiring or employment practices. Complaints of alleged discrimination and inquiries regarding the Central Arkansas Development Council nondiscrimination policies may be directed to **Dana Bates, Title VI Coordinator, P.O. Box 580, Benton, AR 72018, (501) 315-1121 (Voice/TTY711)**. Free language assistance for Limited English Proficient individuals is available upon request. This notice is available from the Title VI Coordinator in large print, on audiotape and in Braille.