



## **Notice of Job Vacancy #21-102**

**Posting Date:** January 4, 2021

**Position:** Part-time Van Aides for the EPIC Pre-K Special Needs Transportation Program in Berkeley County

**Employment Term:** part-time / "as needed"

**Salary:** \$10.50 per hour

**Qualifications:** Applicants must be able to pass a background check, be able to work flexible hours, have patience with children, have the ability to lift a min of 40 pounds, and hold a high school diploma or equivalent; prefer one year of experience working with young children

**Job Description/Responsibilities:** Provide assistance to the driver and support with interaction with students with special needs on the van as needed. May be utilized to help deliver food or other supplies to county families as needed / as assigned.

**Reports To:** EPIC Transportation Coordinator; EPIC Administrator

**Conditions of Employment:** Recommended by the EPIC Transportation Coordinator and EPIC Administrator; Confirmed by the EPIC Regional Council

**Start Date:** To be determined, pending approval process.

**Application Process for Current EPIC Employees:** If your application, resume or reference information has changed since you were hired, please submit updated information along with a letter of application to be considered. If nothing has changed, a letter of application should be sent via email, mail or fax to Shannon Johnson, HR Director. Current employees may also apply via Search Soft (see below.)

**Application Process for New Candidates:** You may submit your application one of the following ways:

**Online application** can be made via Search Soft by clicking on the link below:

[https://ats1.searchsoft.net/ats/app\\_login?COMPANY\\_ID=00012808](https://ats1.searchsoft.net/ats/app_login?COMPANY_ID=00012808)

**Hard copy and "fillable" pdf version of the EPIC application** can be found at [www.epicresa8.org](http://www.epicresa8.org)

1. Submit hard copy applications and cover letter to:  
EPIC  
109 South College Street  
Martinsburg, WV 25401 Attention: Shannon Johnson, HR Director
2. A copy of the EPIC application with cover letter may be submitted electronically to [sdjohnson@wvesc.org](mailto:sdjohnson@wvesc.org).
3. A copy of the EPIC application and cover letter may be FAXED to 304-267-3599 Attention: Shannon Johnson.

**Applications will be accepted through March 31,2021 or until all positions are filled.**