



The Topeka Housing Authority Open Positions

An Equal Employment Opportunity Employer

[Link to Topeka Housing Authority Employment Application](#)

THA Employment Opportunities Open to the Public:

(Click the below box to take you to the job description)



The Topeka Housing Authority Open Positions

Link to [Topeka Housing Authority Employment Application](#)

Job Title:	BUS DRIVER	Hourly Rate:	\$13.00 minimum
Start Date:	June 1st, 2021 Hours: 8-10 hours a week Monday, Wednesday & Friday PART TIME TEMPORARY	Reports To:	VP of Leasing and Resident Services
Department:	Public Housing	HR Contact:	Aubrey Coufal
Applications:	Email: acoufal@tha.gov Fax: 785-357-2648 Mail: 2010 SE California Ave. Topeka, KS 66607	Submit an Electronic Application:	Topeka Housing Authority Employment Application
Job Description:			
I. JOB SUMMARY Provide Transportation to Support Youth Program Activities			
II. DUTIES AND RESPONSIBILITIES:			
<ul style="list-style-type: none"> A. Provide transportation to support Youth Program education and recreational activities. B. Oversee activities of program participants and report incidents/accidents as appropriate C. Insure the safety of youth at all times D. Provide discipline and guidance to youth in accordance with Topeka Housing Authorities procedures E. Work hours as assigned F. Ensure the security of the vehicle and the passengers 			
III. EDUCATION, SPECIAL LICENSES/CERTIFICATES			
<ul style="list-style-type: none"> A. Valid Kansas CDL required B. Specialized certification as assigned C. High school diploma or equivalent preferred D. Acceptable driving record for insurance purposes. 			
IV. EXPERIENCE			
Experience transporting youth			
V. SKILLS/KNOWLEDGE			
<ul style="list-style-type: none"> A. Excellent interpersonal skills B. Good verbal communication skills C. Good time management skills D. Ability to work with diverse population E. Good conflict resolution skills F. Able to work with small children and behavior challenged children G. Safety and security methods and techniques H. Ability to problem-solve and resolve conflict situations effectively I. Mediation and problem resolution techniques J. Standard procedures for the dealing with liability issues relating to the operation of children and youth programs---confidentiality, reporting suspected abuse, sexual harassment, interaction with parents/guardians, etc. K. Standard customer service etiquette and procedures L. Ability to interact effectively with THA residents, program and service providers, educators, law enforcement officials and other persons who work with THA residents M. Ability to establish a good working relationship with THA staff N. Ability to follow simple and complex directions O. Ability to manage multiple tasks simultaneously P. Ability to follow written and oral directions 			

Bus Driver Job Description Continued:

VI. PHYSICAL REQUIREMENTS

- A. Work around and with children and youth in everyday program settings as well as in emergency situations
- B. Ability to lift at least 50 pounds.