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**Passaic County Workforce Development Center**  
 200 Memorial Drive, Paterson, NJ 07505  
 973-742-5226 extension 7142 [jlopez@pcwdc.org](mailto:jlopez@pcwdc.org)

## Passaic County Employment Network Job Order Form

To list your job openings, please complete this form and email to  
 Jose Lopez, Business Resource Coordinator, [jlopez@pcwdc.org](mailto:jlopez@pcwdc.org) or fax to 973-279-1572

<b>COMPANY NAME:</b> The Arc or Bergen and Passaic	<b>ADDRESS:</b> 223 Moore Street	<b>CITY/STATE/ZIP CODE</b> Hackensack NJ, 07601	<b>PHONE:</b> 201-343-0322 <b>FAX:</b> 201-343-0401 <b>EMAIL:</b> qmorrton@arcbp.com
<b>CONTACT/TITLE:</b> Quadir Morton: Field Recruiter	<b>CONTACT</b> <b>PHONE:</b> 201-343-0322 ex:2276 <b>EMAIL:</b> qmorton@arcbp.com	<b>FEIN # (REQUIRED):</b> 221620254	<b>WEBSITE:</b> <a href="http://www.arcbp.com">www.arcbp.com</a>
<b>BUSINESS TYPE:</b> Not-for-profit, Social services			
<b>JOB TITLE:</b> Driver	<b>SALARY RANGE:</b> 18.25/hour	<b>NUMBER OF OPENINGS:</b> 10	<b>DATE POSTED:</b> 5/10/2023
<b>WORK SCHEDULE/DAYS:</b> Morning/Afternoon	<b>HOURS/SHIFTS:</b> 15/week	<b>FULL TIME:</b> <input type="checkbox"/> <b>PART TIME:</b> <input checked="" type="checkbox"/>	<b>BENEFITS:</b> Company Vehicle Provided
<b>PUBLIC TRANSPORTATION:</b> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> <b>APPLICATIONS ACCEPTED BY:</b> EMAIL <input checked="" type="checkbox"/> MAIL <input checked="" type="checkbox"/> PHONE <input type="checkbox"/> FAX <input type="checkbox"/> ONLINE <input checked="" type="checkbox"/>			
<b>JOB DESCRIPTION</b>			
<p><b>ROLES/RESPONSIBILITIES/DUTIES:</b></p> <p>PART TIME DRIVERS ARE RESPONSIBLE FOR BOTH MORNING AND AFTERNOON RUNS. MORNINGS ARE 8AM-9:30PM AND AFTERNOON RUNS ARE 2:30PM-4PM. TRANSPORT CLIENTS TO AND FROM THEIR HOMES AND DAY PROGRAMS. THERE IS ALSO THE OPPORTUNITY TO PICK UP HOURS DURING THE DAY AS A SUBSTITUTE EMPLOYEE.</p> <p><b>SKILLS REQUIRED:</b> HIGH SCHOOL DIPLOMA, VALID NEW JERSEY DRIVERS LICENSE, AND A COMPASSIONATE NATURE AND DESIRE TO HELP OTHERS</p> <p><b>EDUCATION REQUIREMENTS:</b></p> <p>VALID NEW JERSEY DRIVER'S LICENSE, 2 OR MORE YEARS OF DRIVING EXPERIENCE</p> <p><b>EXPERIENCE:</b> 0 YEARS 0 MONTHS      <b>DRIVER'S LICENSE:</b> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>      <b>LICENSES/CREDENTIALS:</b> <a href="#">CLICK HERE TO ENTER TEXT.</a></p> <p><b>ADDITIONAL NOTES:</b> E/O/E</p>			