



# PROFESSIONAL COLLECTOR

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**DEPARTMENT:** YAFW

**REPORTS TO:** Senior Program Director

**CLASSIFICATION:** Non-Exempt

**# OF HOURS:** Part-Time, 10-20 hrs

**PAYRATE:** \$11.82 per hour

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## **POSITION PROFILE:**

The Professional Collector is responsible for conducting collections in support of on-site and off-site urinalysis testing.

## **ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:**

- Perform on-site and off-site urinalysis testing
- Complete all drug screen collection and accompanying paperwork
- Transport samples to central location and off-site lab
- Additional duties assigned by Program Director

## **QUALIFICATIONS (Education, Experience and Certifications):**

- High School Diploma or GED required
- At least 2 year driving experience preferred
- Valid CA Driver license
- Clean DMV printout (2 or less points)
- Must have access to own reliable transportation and be willing to use it for job-related tasks

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- Bilingual English/Spanish is preferred
- Knowledge and experience working with diverse cultures
- Exceptional listening, communication and interpersonal skills
- Ability to manage multiple demands and prioritize when needed
- Prior knowledge of drug and alcohol testing
- Prior knowledge or history in the probation system

## **WORKING CONDITIONS:**

**ENVIRONMENT:** Typically in an environment in your vehicle and on city streets, freeways but at times in the community and office setting with adequate lighting and ventilation in normal range of temperature and noise level dependent on setting. Job could include minimum to high intensity noise level subject to which environment setting you are in.

**PHYSICAL REQUIREMENTS:** While performing the duties of this job, the employee is regularly required to sit, reach with hands and arms, and talk or hear. The employee is occasionally required to walk; use hands and arms to perform repetitive motions; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.



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**MENTAL:** Must be able to relate well to all people of the community regardless of color, national origin, religion, sex, pregnancy, age, marital status, veteran status, sexual orientation, disability or socio-economic level. Must be emotionally mature, stable, tactful and be able to provide professional leadership.

*The Job Description is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*