



COMPANY NAME: Aunni's Health Care Services

JOB TITLE: Audit Team Member

JOB DESCRIPTION:

Aunni's Health Care Services is looking for YOU if you are reliable, exceptional communication skills, reliable transportation, great time management skills and fun to become a new member of our Audit Team. Must be able to comply with all safe work practices, policies, procedures, and processes at all times. Complete and verify all necessary paperwork and check for accuracy. We offer competitive rates with professional development for advancement.

As an audit team member you will:

Work closely with the Audit manager and Program Coordinator to assist staff coaching, development, and training Assist with employee evaluations Cover shifts when coverage is unavailable Some record keeping Follow up with employees on their certifications and trainings Documenting daily tasks Assisting admin staff when needed Meetings with employees Will have a certain amount of territory that is assigned to you Dropping off and picking up paperwork for direct care workers Staff scheduling and dispatching of transportation Picking up communication logs, and giving feedback to the direct service providers

Hiring for Tucson and Phoenix

SALARY: To be discussed at interview

APPLICATION QUALIFICATIONS:

Must have OR willing to obtain:
Level one Fingerprint Clearance Card
CPR/First aid
Article 9
Prevention and Support
DCW training Habilitation 101 & 102 training
Training can be provided
Requirements:
18 years or older
High School Diploma or GED
Driver's License with state minimum insurance
3 years of related experience as a direct care provider

2797 E Ajo Way, Tucson, AZ 85713

BusinessServices@pima.gov

Equal Opportunity Employment/Program:

Auxiliary aids and services are available upon request to individuals with disabilities

Bilingual is a plus

Lean Six Sigma is a plus

Pass a background and motor vehicle report

This is a salary position

Bilingual is a plus. Knowledge of sign language is a plus. We are seeking individuals with exceptional communication skills, great driving record, and great time management skills along with an experienced transportation driver to transport staff and clients safely to their destination. Must be able to comply with all safe work practices, policies, procedures, and processes at all times. Complete and verify all necessary paperwork and check for accuracy. We offer competitive rates with professional development for advancement

HOW TO APPLY: Please apply on our website www.aunnishealthcareservices.com or submit your resume for consideration to hr@aunnishealthcare.com

DATE: 4/1/2022

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