

West Texas Opportunities, Inc. is accepting applications for the position of Dispatcher. Benefits package includes company-paid medical, dental and life insurance, retirement plan, 16 paid holidays, 12 Annual Leave days and 12 Sick Leave days per year. Employee must have graduated from High School or have a GED. Must have office skills using various office machines to include a computer with Windows OS and Microsoft Office applications. Must be pleasant, courteous and display a caring attitude toward all ages and races of people; have good organizational skills, and dress appropriately for the job. Attendance is mandatory. Must be knowledgeable of community resources, be able to work in a fast-paced and demanding environment, using cell phone, land line, computer, and transfer of trips to vehicle MDC\$, keeping customer service in mind as the top priority. Duties will include handling phone calls for transportation and occasionally routing calls for other programs as well, scheduling client trips, checking online for new medical trips, daily reporting, typing, and data entry. Employee will also be required to participate in various meetings and training. Must have the ability to speak and translate Spanish. Pre-employment substance abuse testing required. A criminal background check will be required. To obtain an application, please inquire at 603 N. 4th Street, or print application online at www.gowto.org. Please submit application no later than 5/26/17. WTO, Inc. is an equal opportunity employer.