

## **POSITION DESCRIPTION**

Position: Driver/Transportation Coordinator

Program: Adolfo Housing Program

Status: Non-exempt

Reports to: Program Director

Date Prepared: 10/2016

### **POSITION SUMMARY:**

The Driver/Transportation Coordinator is responsible for assuring quality service to all program participants utilizing a compassionate and professional manner while assuring that program objectives are met. Objectives include providing transportation for youth, supportive interaction with participants, acting as a role model, and maintenance of a safe and welcoming environment and performance of all work duties as required. Work is performed in a cost-effective and service-oriented manner as it relates to established organizational objectives.

### **OBJECTIVES/ACTIVITIES:**

- A. Responsible for performing daily work requirements to achieve established objectives of the department.
  - 1. Transport and/or arrange transportation of clients when assigned.
  - 2. Effectively organize appointments for transportation.
  - 3. Communicate with Youth Advocates and other staff regarding transportation schedules.
  - 4. Design transportation plans and discuss other available public/private transportation options with residents, including but not limited to, bus routes, light rail, Uber/Lyft, bicycling.
  - 5. Keep van(s) clean and gas tank filled. Maintain mileage log and report any mechanical problems to Director.
  - 6. Document any unusual, disruptive or criminal activity through incident reports on-site or during transport.
  - 7. Provide assistance in daily routines and tasks involving the residents.
  - 8. Conduct apartment health & safety inspections.
  - 9. Check equipment (such as vacuum cleaners) in and out. Inspect equipment for damage and maintain as needed.
  - 10. Perform housekeeping and other maintenance tasks as needed.
  - 11. Track of shift activities in the Staff Log, hourly.
  - 12. Perform other duties as assigned.
  
- B. Responsible for assistance with client development.
  - 1. Address and report any biological, psychological, or social issues that promote disharmony, criminal, or otherwise non-productive behavior.
  - 2. Develop plans with youth that encourage and empower them to rely on their own means for transportation in a reasonable amount of time.
  - 3. Support the Youth Advocate in implementing plans to assist the clients in pursuing educational, vocational, housing and other goals.

4. Assist with conflict resolution among clients when necessary.
  5. Role model positive attitudes and behaviors to help clients as they work toward self-sufficiency.
  6. Write in Resident Log all activities of and interactions with each resident.
- C. Responsible for all areas of daily program maintenance in compliance with company policies.
1. Document and report all client concerns and/or infractions.
  2. Read all logs daily. Write in all logs daily.
  3. Monitor inventory of program equipment and supplies and take appropriate action to replace or restock as needed.
  4. Notify management of potential workflow problems and resource needs necessary to attain performance standards.
1. Adhere to staffing schedules in order to provide adequate/safe staffing coverage and to accomplish program objectives.
  2. Communicate with service providers and external county/state/city program representatives as required.
  5. Direct available resources as required.
  6. Maintain an above-average working knowledge of fire, safety, and health standards to assure safe work environment for all clients and personnel.
- D. Responsible for self-development.
1. Continually learn and enhance technical and interpersonal skills.
  2. Attend staff meetings/assigned training seminars and complete required certifications, (i.e. CPR, First Aid, etc.)

**EQUIVALENT EDUCATION AND EXPERIENCE:**

This position requires demonstrated ability to communicate and comprehend oral and written instructions and to provide services to clients without ethnic or social prejudices. It requires general knowledge of issue and challenges unique to youths aging out of the child welfare system, mental illness, homelessness and substance abuse. The Driver/Transportation Coordinator must be able to utilize a range of interventions to work with clients of varying needs and levels of functioning. Must have the flexibility to work irregular hours and have the willingness to function as a team member. The position requires CPR and First Aid training within 90 days of employment, re-certification as necessary and T.B. testing annually. A valid California driver's license and a clear DMV record is also required.

**SPECIFIC SKILLS REQUIRED:**

Teamwork skills  
 Oral and written communication skills  
 Ability to assist other people in a compassionate manner.  
 Organizational skills

**PHYSICAL REQUIREMENTS**

Lift and move up to 25 pounds  
Stand, walk, bend, stoop, and sit frequently  
Kneel occasionally

**SUPERVISION EXERCISED:**

This position does not supervise, however, may be delegated training and lead responsibilities as the program needs may require.

**This job description does not constitute a written or implied contract and may be changed as business needs arise.**

Indicate anything that would keep you from meeting the job duties as outlined above.

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Employee Signature \_\_\_\_\_ Date Signed: \_\_\_\_\_