

COMMUNITY SERVICES OF STARKE COUNTY, INC.
JOB DESCRIPTION

TRANSPORTATION ASSISTANT

PRIME TASK:

Assist the transportation program coordinator with the administration of the transportation program. Responsible for overall operation of the transportation department in the absence of the transportation program coordinator.

ASSIGNED SERVICES AND RESPONSIBILITIES:

Responsible for answering phone calls for transportation. Schedules transportation appointments with clients. Locate potential trips on computer at various provider sites. Adhere to drug and alcohol policies including pre-employment, random, post-accident and reasonable suspicion. Perform duties as assigned.

SUPERVISOR: Transportation Program Coordinator

QUALIFICATIONS:

High school education; experience helpful. Computer skills and knowledge of office equipment necessary. Knowledge or experience in office basic skills helpful.

CHARACTERISTICS:

Organized, capable, flexible, trustworthy, honest, dependable, personable, mature and emotionally stable to withstand occasional stress of job. Ability to communicate well with staff, clients, and volunteers. Ability to supervise as well as to be supervised.

NON-DISCRIMINATION PROVISION:

No performance requirement shall preclude the employment of any person with a disability as defined by the Americans with Disabilities Act and all efforts shall be made to achieve a reasonable accommodation for such persons provided they are otherwise qualified.

Job Range: Grade 3

Received by _____ on _____

Revised: 7/25/18