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| **POSITION:** | TRANSPORTATION AIDE |
| **STATUS:** | NON-EXEMPT |
| **SALARY:** | DEPENDENT ON QUALIFICATIONS; WILL BE DISCUSSED AT OFFER OF EMPLOYMENT |
| **IMMEDIATE SUPERVISOR:** DIRECTOR OF CLIENT CARE | |

**HOURS:** Part-Time, 15-20-hours per week; evening and weekend work may be required.

**SUMMARY:** Provide direct victim services by providing transportation to appointments, jobs, and other events in order to promote independence and self-sufficiency

**POSITION REQUIREMENTS:** Essential position requirements include but are not limited to: High school diploma or GED; Clean driving record required

Must be able to work effectively with diverse groups of clients.

Ability to work with minimal supervision, as well as in a team environment

Ability to work within agency mission, philosophy and policies/procedures.

Must have a reliable vehicle and meet agency driving policy requirements, including a valid driver license and proof of required automobile insurance. Travel may be required.

**ESSENTIAL DUTIES INCLUDE BUT ARE NOT LIMITED TO:**

**TRANSPORTATION:**

* Provide safe and efficient transportation to agency clients to access necessary services according to transportation schedule and agency needs
* Maintain agency vehicle safety and report all maintenance needs to Director of Client Care.
* Facilitate client group once per week regarding automobile safety, first aid, and other related life-skills topics
* Utilize agency vehicles to pick up agency donations when requested

**AGENCY COMPLIANCE**

* Maintains accurate and thorough documentation in a timely manner reflecting all position functions and activities on Apricot database
* Adhere to the agency’s confidentiality policies, maintaining a high-level standard of confidentiality
* Report any known or suspected child abuse to immediate supervisor
* Report any suspicious activity or persons
* Attend and participate in agency staff meetings and trainings
* Report to work on time as scheduled
* Maintain a valid driver license and proof of required automobile insurance
* Perform all other duties and/or participate in special projects as assigned by Director of Client Care or Executive Director.