

SENIOR RESOURCES, INC.
POSITION DESCRIPTION

TRANSPORTATION COORDINATOR AND DRIVER

GENERAL DESCRIPTION: Reports to the In-Home and Community Based Services Director. This position has responsibility for coordinating the daily activities of the Transportation Program. Responsibilities include maintaining program records for office organization, following established methods, procedures and policy involving independent judgment in carrying out tasks.

SPECIFIC DUTIES:

1. To coordinate and monitor all activities of the Transportation program.
2. To coordinate vehicle repair and maintenance in accordance with program standards.
3. To prepare and submit all program reports in a timely manner.
4. To complete daily work schedules and complete accurate mileage sheet information.
5. To maintain Transportation procedure manual.
6. Compile a Transportation schedule from information provided from In-Home and Community Based Services clients.
7. Use departmental software to create daily logistical routes between clients and their destinations.
8. Provide safe, efficient, and dependable transportation to In-Home & Community Based Services clients.
9. Maintain clean and accurate trip logs, which will include client no-shows, and time in and out of vehicle.
10. Complete daily vehicle check list.
11. Practice safe driving habits.
12. Perform duties without direct supervision.
13. To perform other tasks as assigned by the In-Home and Community Based Services Director.

MINIMUM QUALIFICATIONS: High school Diploma and possession of a valid South Carolina motor vehicle operator license and current copy of a South Carolina driving record. Experience transporting and working with senior citizens. Strong organization and communication skills required. Computer skills are required. A positive attitude, problem solving skills, and excellent communication and customer service skills are required.

Please submit resume and letter of interest by June 14, 2019, to Anne Shissias, Director of In-Home and Community Based Services, at: ashissias@seniorresourcesinc.org