

FAMILY SERVICES POSITION DESCRIPTION

Position Title: Transportation Aide

Employee:

Reports To: Supervisor of Transportation Aides

Summary:

Family Services' positions require employees to maintain certain skills and characteristics to perform job tasks successfully. These characteristics include the flexibility to work independently and in a team environment, as well as willingness to do whatever it takes to get the job done while maintaining the highest level of professional integrity. This means maintaining confidentiality and following workplace policies and procedures, supervisory directives, and even changing work assignments if deemed necessary by management. Effective time management skills are essential to performing multi-task functions in an efficient manner. The ability to communicate effectively both in oral and written form is vital. This facilitates collaboration with clients and a range of other stakeholders. Effective written communication skills also result in meeting the documentation requirements of various funding sources. Additionally, Family Services stresses ongoing learning and professional development as well as openness to supervisory feedback.

This position requires the ability to respond to various differences among the agency's clientele and staff, including but not limited to economic, ethnic, religious, sex, age, and disability status. Workers should be sensitive to any and all differences. Employee must possess a capacity for appropriate assertiveness skills, the ability to assess and respond to verbal and nonverbal cues, as well as good relationship skills which allow for dealing with staff/clients under stress.

Position requires a commitment to Family Services' mission to strengthen families as the ideal nurturing environment for people, empowering individual members to grow. Employee acts in accordance with the Social Work Code of Ethics.

Worker will provide safe transportation for youth and/or families to identified events or appointments (including but not limited to medical appointments, correctional facilities, out of town locations). Considerable day and/or evening driving is required. Access to reliable transportation and current Pennsylvania driver's license are essential.

Examples of Tasks Performed

1. Provides transportation for youth and/or families to identified events or appointments (including but not limited to medical appointments, correctional facilities, out of town locations).
2. Completes required documentation regarding each transportation event within two business days, including timesheets and mileage forms. When requested, provides written summaries of the event/appointment.
3. Understands the role and responsibilities of a mandated reporter and acts accordingly.
4. Understands and maintains confidentiality.
5. Positively relates to youth.
6. Past record of proven dependability.
7. Interacts with primary, external and internal customers of the agency in such a manner that the customer experiences increasing quality.
8. Performs other duties as assigned.

Required Education/Experience

Bachelor's degree preferred, or high school diploma or equivalent. Current Pennsylvania driver's license, current State inspected vehicle with proper safety restraints, and auto insurance in accordance with agency standards.

Employee Signature

Supervisor Signature

Date

Date

June 2017