



Job Description

Transportation Specialist

General Objectives

Provides safe transportation for children and youth that are referred because they are at high risk of being placed out of the home or are in need of reunification with their biological families. Is timely in meeting transportation appointments. Attends agency staff meetings and contributes. Participates in supervision and seeks to improve skills with children. Is in compliance with agency policies and procedures and completes job requirements in accordance with agency expectations.

Nature and Scope of the Position:

- This position reports to a Clinical Supervisor of the Dan Fox Family Care Program, Helena office.
- The position performs safe transportation for children who are receiving supervised visits in the office, home and community.
- The position keeps a mileage log and reports any repairs needed for the organization's vehicle.
- The position cleans the vehicle on a schedule provided.
- The position has no direct supervisory responsibilities with other staff.

Duties and Responsibilities

- Safely transport child to and from any services and activities as part of the service plan.
- Provide on time transportation of children and youth.
- Ability to understand and carry out written and oral instructions.
- Ability to manage child behavior effectively.
- Complete monthly billing Excel log.
- Meet with supervisor on a weekly basis to review clients.
- Coordinate with other agencies to schedule visits with the child and parent(s).
- Complete incident reports as needed.
- Have an interest in and empathy for children.
- Ensure safety at drop off and pick up between child and parent(s).
- Assist the supervisor in routing.
- To follow all practices and policies of Dan Fox and Youth Homes.
- To operate and understand the philosophical direction of this corporation.
- To do what is in the best interest of children.
- To use the best possible judgment in each decision.
- To consult and obtain advice when necessary.
- To promote ethnic and cultural sensitivity in all facets of the program.
- Complete continuing education as required by licensing agency or Youth Homes

Requirements

- Valid Montana Driver's License.
- Have a clean driving record.
- Demonstrated experience and competence in working cross-culturally.

- Demonstrate knowledge of computers and good word processing skills.
- Commitment to the mission of the agency.
- Effective verbal and written communication skills.
- Ability to work independently with minimal supervision and immediate support.
- Ability to exercise discretion and maintain client and employee confidentiality.
- Maintain appropriate professional boundaries with clients, families, co-workers and community resources.
- Ability to lift 50 pounds as needed.
- Ability to climb stairs as needed.

Wages and Benefits

- Wage 11.00 per hour.
- Wage and hour employee
- 30 hours per week
- Employer funded leave.
 - Annual and Bonus leave.
 - Exceptional leave.
 - Educational leave.
- Employer contributions to:
 - Individual and dependent covered health insurance.
 - Long-term disability insurance for the employee.
 - Life insurance policy
 - 401(k) eligible after 12 months.
- Available benefits to eligible employees.
 - Health Savings Account.
- Available access for employee funded:
 - Dependent care flex account
 - Dental insurance coverage.
 - Vision insurance coverage

Employee Signature:

Date: