

TRANSPORTATION ASSISTANT

Qualifications

Must be at least 18 years of age with a valid driver's license, reliable transportation, a safe driving record and a working telephone. Must possess a sincere interest in young people and be willing to work a flexible schedule. Must have a minimum of \$100,000/\$300,000 insurance on her/his vehicle.

Duties

1. Reports directly to the Regional Manager or her/his designee.
2. Performs all work in a manner consistent with the National Youth Advocate Program's Mission, Values and Philosophies.
3. Transports children and families to family visits, multidisciplinary meetings, appointments, placement changes and other events as requested.
4. Responds to emergencies and crises at the direction of supervisor.
5. Documents all activities in a timely manner.
6. Schedules and arranges appointments.
7. Assists families with their transportation needs.
8. Performs other duties as requested.

The person in this position needs to follow a team concept and support both agency goals and co-workers. Employees must be able to effectively work with and be respectful and sensitive to persons from various cultures, socioeconomic, ethnic, religious and racial backgrounds.

Employee's Signature

Date

Employee's Name Printed

Date

Supervisor's Signature

Date