

POSITION DESCRIPTION

POSITION: Transportation Assistant

REPORTS TO: Senior Services Program Manager

Position Purpose:

This position is responsible for the safe transportation of senior and/or disabled clients needing transportation from rural areas of the county, outside the limits of Mass Transit District (MTD), to the urbanized area for appointments.

Characteristic Duties and Responsibilities

- Adheres to rules and regulations of the road and state law.
- Using an agency vehicle, transports rural seniors and disabled individuals for scheduled activities in the Champaign Urbana area.
- Assists clients on and off vehicles;
- Communicates effectively with seniors regarding their transportation related needs.
- Reports any mechanical, maintenance or safety problems and/or client concerns to supervisor as soon as possible.

Professional Requirements:

- Ability to obtain a CDL or JO5 that qualified one to drive the elderly (Must be at least 21 years of age and have no convictions for reckless driving within 3 years of application.);
- Have completed an Illinois State Police Non-Fingerprint Background Check with no findings of conviction(s) for an offense identified as a Barrier Crime.
- Ability to communicate effectively with seniors;
- Ability to push seniors in wheelchairs up ramps and on/off mechanical lifts, and secure wheelchairs in vehicles.

11/09