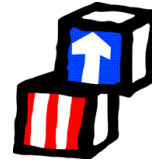




TRI-COUNTY COMMUNITY COUNCIL, INC.
302 North Oklahoma Street; P.O. Box 1210
Bonifay, Florida 32425



JOB ANNOUNCEMENTS

Tri-County Community Council, Inc., is accepting applications for the following position:

Walton County: Transportation Program Assistant

Attention: Wage Increase

Benefits Include: Health Insurance, Life Insurance, Group Vision and Dental Insurance, 403(b) Pension Plan (agency match up to 5%), Sick Leave, Annual Leave, 11 Paid Holidays, Education Opportunities, Advancement Opportunities, Regular hours Monday - Friday

Applications may be obtained from any Tri-County Community Council office, or online at www.tricountycommunitycouncil.com.

This position will remain open until filled.

For more information call Deana, Personnel Technician at (850) 547-3689.

Only qualified applicants will be considered.

Successful applicant will be subject to pre-employment drug test.

**EQUAL OPPORTUNITY EMPLOYER AND DRUG AND SMOKE FREE
WORKPLACE.**



Tri-County Community Council, Inc.

Job Description

Prepared By:
Job Title: Transportation Program Assistant
Department: Transportation
Reports To: Transportation Operations Director
FLSA Status: Non-Exempt
Prepared Date: June 2022
Approved By: Executive Director
Approved Date: June 2022
Salary Level:

SUMMARY

Provide assistance to Transportation Staff & drivers; dispatch as needed; assist transportation customers with applications as required

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Must exhibit effective and efficient use of Transportation software.

Maintain ample supply of current forms used in Transportation Program.

Receive calls for appointments for transportation service.

Assist with intake and enter information into software program.

Create intake file on new riders and ensure all clients have an application on file.

Obtain information pursuant to Transportation Disadvantaged Applications and other requirements from funding sources.

Assist with dispatching transportation services.

Use communication equipment efficiently.

Provide assistance to drivers.

Record and validate co-pays daily; submit weekly to accounting department

Maintain vehicle maintenance logs; coordinate service schedule; maintain any required spreadsheets.

Maintain excellent maintenance filing system for the vehicle fleet.

Perform duties of driver as needed – refer to Driver job description.

Wear agency uniform and ID badge.

Ensure confidentiality with client and personnel information.

Keep Supervisor informed on activities/incidents in the department.

Understand and respect the Chain of Command.

Attendance is an essential part of this position.

Attend training and meetings for enhanced job performance.

Be a team player, positive role model and display a positive attitude, present team concept ideas encouraging and motivating employees.

Cross-train in all aspects of the Transportation Office responsibilities and duties.

Perform and other duties as assigned by supervisor in keeping with the best interest of the agency.

SUPERVISOR RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school Diploma or general education degree (GED); or minimum 1 year related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, And other employees of the organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as percentages.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Current Driver's License; Proof of proper vehicle insurance coverage; Must comply with DOT physical; employment drug testing and required background screening.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk to hear. The employee is occasionally required to stand; walk; stoop; kneel, crouch, or crawl. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIROMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.