

**COMMUNITY ACTION, INC. OF CENTRAL TEXAS  
JOB VACANCY NOTICE # 16-24**

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Date Posted: September 8, 2016

|                              |   |                          |                            |
|------------------------------|---|--------------------------|----------------------------|
| Program:                     | <b>Self Sufficiency/Quality of Life</b> | Position:                | <b>Transportation Aide</b> |
| Location:                    | <b>Elgin</b>                            | Status:                  | <b>Regular Part-Time</b>   |
| Schedule:                    | <b>Mon-Fri; 25 Hrs/Wk;</b>              | Salary:                  | <b>\$10.00</b>             |
| <b>Application Deadline:</b> |   | <b>Open Until Filled</b> |                            |

**Mission:**

Community Action develops opportunities for people and communities to realize their potential.

**Strategic Function:**

To provide safe, confidential, quality transportation services to HIV positive individuals who seek to enhance their quality of life.

**Operating Principles:**

- A. *Lifelong Learning:* Seeks innovative opportunities to expand knowledge, skills, and experiences.
- B. *Effective Communication:* Provides well thought-out, concise, and timely oral and written information.
- C. *Teamwork:* Considers group effort more important than individual effort.
- D. *High Personal Standards:* Sets challenging goals and continuously seeks feedback and opportunities to improve performance.
- E. *Flexibility:* Accepts other viewpoints, shifts strategies if necessary, and adjusts to changing work priorities.
- F. *Concern for Accuracy and Effectiveness:* Considers how work impacts both short term and long term operating efficiencies.
- G. *Initiative:* Is proactive rather than reactive.
- H. *Courteous and Respectful:* Ensures all business dealings and relationships are conducted fairly and honestly.

**Duties/Responsibilities:**

**TRANSPORTATION DUTIES:**

1. In coordination with the Case Manager, assess client needs for transportation to medical and dental appointments.
2. Inform Case Manager of all transportation arrangements and changes in transportation arrangements in a timely manner.
3. Coordinate multiple client transportation to reduce staff and travel time.
4. Schedule client appointments and maintain a transportation calendar.
5. Call clients to remind them of scheduled appointments.
6. Cancel clients appointments, as needed.
7. Maintain good working relationships with medical and dental providers.
8. Document client contact in transportation log within 72 hours of contact.
9. Maintain documentation of travel.
10. Adhere to all Community Action, Inc. Transportation Procedures.
11. Ensure that all clients understand, agree to, and sign a copy of the Safe and Confidential Transportation Practices.
12. Deliver food bank services to clients as assigned by Case Manager.
13. Deliver medication to clients as appropriate and adhere to Medication Transportation Procedures.

**II. GENERAL DUTIES:**

1. Submit original receipts and bills to your supervisor weekly.
2. Maintain and submit accurate travel records and time vouchers.
3. Maintain and care for agency vehicle: wash car twice a month if needed, schedule and complete regular scheduled maintenance, vacuum the vehicle once a month, remove any trash or personal items from the vehicle after every transport, and inform your supervisor of any concerns regarding the maintenance, care and operating of the vehicle.
4. Maintain vehicle first aid kit.
5. Must assure confidentiality of case records, referrals, and information concerning clients their families and friends.
6. Inform supervisor of any client violations of the Safe and Confidential Transportation Practices.

7. Be active in ongoing self and program assessment in order to participate in continuous improvement of your own skills and program enhancement.
8. Inform the Family Services Director of the effectiveness of policies and procedures on services to customers and their significant others, and make suggestions for appropriate changes.
9. Report all suspected abuse, neglect, and exploitation of children, elderly, and the disabled to the Abuse Hotline at 1-800-252-5400, your supervisor and to the Family Services Director.
10. Meet regularly with your supervisor to seek support and ensure the quality of the work.
11. Other duties as assigned.
12. Participate in annual training on the following topics: confidentiality, ethics and cultural competency.

**General Indicators:**

1. Submits time sheets accurately and on time to supervisor.
2. Submits mileage accurately and on time to supervisor
3. Attends all staff and other meetings as assigned
4. Manages time effectively.
5. Is a positive role model
6. Maintains confidentiality: records, client services, and staff.
7. Adheres to Agency's best practices related to time and leave.
8. Dress is appropriate to work environment.
9. Maintains a safe, orderly and clean environment.
10. All other duties as assigned.

**Qualifications:**

**Preferred:**

Previous experience transporting clients

**Required:**

- A. High School Diploma or GED
- B. At least 21 years of age
- C. Documentation of TB free condition upon hire
- D. Dependable transportation and proof of vehicle liability insurance, and ability to meet underwriting requirements for agency liability insurance.

**Physical Requirements:**

none

**Other Requirements:**

I agree to abide by all safe driving practices as outlined in the Community Action Inc. Transportation Procedures. .

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**CANDIDATES WILL NOT BE INTERVIEWED WITHOUT A COMPLETED  
EMPLOYMENT APPLICATION.**

Interested applicants should mail applications to:

Ruth Salinas  
P.O. Box 748,  
San Marcos, TX 78667-0748  
or email to

[hrdept@communityaction.com](mailto:hrdept@communityaction.com)

**For additional information about Community Action, Inc. visit our Website at**

**[www.communityaction.com](http://www.communityaction.com).**