

TRANSPORTER

GENERAL STATEMENT OF DUTIES: Provides transportation of clients; participates in outreach services; works under the direction of the assigned GCCARD supervisor; performs related duties as required.

STATEMENT OF TASKS:

Provides pick up services;
Transports clients to appropriate services;
Works with and accompanies clinical staff in outreach services;
Provides for upkeep and cleanliness of transporter vehicle;
Completes logs, forms and simple reports;
Assists in planning, developing, implementing and evaluation of program activities.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of Flint and Genesee County streets and roads;
Ability to work with a wide range of clients;
Ability to assist with clients who may become abusive;
Ability to communicate verbally;
Ability to maintain good interpersonal relationships;
Ability to attend work regularly and work under stressful conditions.

MINIMUM QUALIFICATIONS:

Two (2) years of experience working with the poor and/or the homeless; Valid driver's and chauffeur's license and a good driving record.

SPECIAL REQUIREMENTS:

Must be willing to work weekends, holidays and irregular hours.

Established: July 8, 1996
Revised: December 9, 1998
Revised: June 11, 2001
June 14, 2004


Human Resources Director