

HALF TIME TRANSPORTATION AIDE
\$931.81 - \$1,132.63 Per Month

Applications will be accepted until 4:00 p.m. February 23, 2010

DEFINITION:

Under general supervision, to provide client transporting services for scheduled and unscheduled trips; to ensure proper maintenance of assigned vehicles; and to do related work as required.

DESIRABLE QUALIFICATIONS

Knowledge of:

General knowledge of client problems and behaviors.
California vehicle codes and safe driving practices.
Principles and methods of preventive maintenance.
Basic record keeping.

Ability to:

Related well to health and behavioral health clients.
Prepare program reports, forms, and logs.
Talk with clients who are experiencing difficult circumstances of deprivation or emotional disturbance.
Gather, record, and evaluate financial data.
Speak and write effectively.
Read, understand, and follow rules, regulations, policies and memos.
Communicate with others from diverse socio-economic and cultural backgrounds.
Deal tactfully and courteously with the public and other staff.
Establish and maintain cooperative working relationships with care providers, agency staff, and the general public.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Some previous experience providing transportation services, preferably including experience in evaluation vehicle condition and maintenance.

Special Requirements:

Possession of an appropriate valid California Driver's License with appropriate passenger endorsement, if necessary.

EXAMPLES OF DUTIES AVAILABLE UPON REQUEST