

# Detroit Rescue Mission Ministries

## JOB DESCRIPTION

**JOB TITLE:** Transportation Specialist

**LOCATION:** Warehouse

**REPORTS TO:** Transportation Manager

**POSITION:** Non-Exempt

### JOB SUMMARY:

Under the general direction of the Transportation Manager, performs day to day transportation functions so that the Ministries' clients can receive safe, comfortable and timely transportation to appointments that help them achieve sobriety or housing stability.

### ESSENTIAL FUNCTIONS:

1. Maintain transportation schedule as developed by the Transportation Manager or his/her designee.
2. Complete CPR and first aid training as scheduled by the manager, normally within six months from the date of hire.
3. Maintain a clean and safe vehicle that promotes the health, safety, and enjoyment of DRMM participants and to properly care for Ministry vehicles as well as all other property.
4. Pick up and drop off clients at appropriate appointment sites.
5. Supervise assigned transportation aides.
6. Attend and participate in in-service education and training, multi-disciplinary staff meetings or general staff meetings as required.
7. Maintain records in accord with professional standards and assure that: material resource records are complete and forwarded to the administration offices, all actions taken on behalf of, or services provided to, food box participants are documented timely, records support billing statements and administrative records and reports are accurate and timely.

### OTHER DUTIES & RESPONSIBILITIES:

1. Performs other duties as assigned.

**JOB TITLE: TRANSPORTATION SPECIALIST**

**KNOWLEDGE, SKILLS AND ABILITIES:**

1. A minimum of High School diploma or G.E.D.
2. Possess a satisfactory driving record that meets the requirements of the DRMM insurance carrier.
3. Meet or exceed the minimum criteria for DRMM drivers, including possession of a Chauffeur's license, Commercial Driver's License (CDL) for transporting more than 15 persons or a single vehicle with a gross weight rating less than 26,001 pounds.
4. Demonstrated organizational and interpersonal skills necessary to communicate with others to exchange information.
5. Mental ability to frequently handle pressures related to simultaneous handling of multiple projects, and various youth personalities, and disruptions.
6. Physical ability to periodically sit or stand for long periods of time and to bend/lift/carry items while setting up training rooms.
7. Must have annual testing for hepatitis and annual TB testing.

**WORKING CONDITIONS:**

1. Normal office environment with little discomfort due to heat, dust, noise and the like.
2. May be required to work evenings and weekends on an occasional or ongoing basis.

*This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.*