

Transportation Coordinator

Job Title:	Transportation Coordinator
FLSA:	Non-Exempt
Department:	Transportation
Supervisor:	Transportation Manager

Job Summary

Under the supervision of the Transportation Manager, the Transportation Coordinator is responsible for coordinating the transportation services provided by Innovative Integrated Health.

Essential Job Functions

- Participate as a member of the interdisciplinary team and in the initial, semi-annual, unscheduled, and annual assessments; attend morning updates and report changes in participants' baseline status to appropriate staff.
- Involved in the development and implementation of QAPI activities.
- Develop and maintain transportation routes.
- Dispatch drivers.
- Coordinate transportation for all participant appointments.
- Maintain locator maps for all participants.
- Prepare monthly transportation report.
- Ensure vehicle maintenance and repairs.
- Conduct monthly fire drills.
- Check smoke detectors, emergency lights, and exit corridors monthly.

Non-Essential Job Functions

- Attend and participate in staff meetings, in-services, projects, and committees as assigned.
- Adhere to and support the center's policies, practices, and procedures.
- Accept assigned duties in a cooperative manner and perform all other related duties as assigned by supervisor.
- Be flexible in schedule of hours worked, including overtime, scheduled weekends, holidays, and rotating shifts when necessary.
- Participate and assist in marketing the center to prospective participants.
- Maintain a neat, clean professional appearance.

Working Conditions and Physical Demands

The working conditions and 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.

- Ability to access all areas of the center throughout the workday is required.
- Ability to lift up to 50 pounds occasionally, up to 25 pounds frequently, and 15 pounds constantly; required to obtain assistance of another qualified employee when attempting to lift or transfer objects over 25 pounds.
- Requires constant hand grasp and finger dexterity; frequent sitting, standing, walking and repetitive leg and arm movements, occasional bending, reaching forward and overhead; squatting and kneeling.
- Ability to communicate verbally and in writing with an excellent comprehension of the English language is required.
- Work is generally performed in an indoor, well-lighted, well-ventilated, heated, and air-conditioned environment.
- Must have a valid driver's license in the state of California.

Experience

- Minimum of one (1) year of documented experience in working with a frail or elderly population.

Knowledge, Skills, and Abilities

- Knowledge of the area in which Innovative Integrated Health is located.
- Ability to cope with mental and emotional stress related to the position.
- Function independently, have flexibility, and personal integrity.
- Must demonstrate on an ongoing basis the ability to develop and maintain good working relationships with co-workers and department heads.
- Effective written and oral communication skills.

Education and Certification

- High school graduate or equivalent.
- Is medically cleared for communicable diseases and has all immunizations up-to-date before engaging in direct participant contact.

Core Values

- **Respect** at the core of our interactions.
- **Honesty and Integrity** with every endeavor
- **Patient – Centered** care aligned with participant values, beliefs, and preferences.
- **Encouragement** that motivates and empowers others to be the best they can be.
- **Quality Care** that is efficient, transformative and innovative.



Acknowledgment

I have read the above job description and fully understand the requirements set forth therein. I meet all the requirements of this position, and I can perform all essential functions of the job with or without reasonable accommodations. I agree to abide by the requirements set forth in this document.

I understand the contents of this job description are presented as a matter of information only and as guidance as to the expectations of Innovative Integrated Health (IIH) for this position. This job description is not intended to give rise to contractual rights or obligations, or to be construed as a guarantee of employment for any specific period of time or for any specific type of work. Furthermore, IIH reserves the right to interpret, amend, modify, or cancel or withdraw any or all sections or provisions of this job description at any time with or without notice.

I understand that employment at IIH is “at will”, meaning that employment is for no definite period of time and may be terminated by me or IIH at any time and for any reason.

Employee Print Name

Employee Signature

Date

We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.