Hancock County Human Resources Agency

Brenda’s House Family Center

Job Description

Position: Transportation Coordinator Reports to: Program Director

Classification: Hourly FLSA: Exempt

**Summary:** The Transportation Coordinator will work directly with the child and family (biological, foster, or kin) and the community to meet the goals and objectives of Brenda’s House Family Center.

**Responsibilities**: The following reflects management’s definition of essential functions for this position but does not restrict the tasks that may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

* Schedule needed travel for children participating in Brenda’s House programs
* Assist referral sources with transportation paperwork.
* Provide transportation for Family Time visits
* Assist in scheduling respite care.
* Schedule Family Time visits in cooperation with BHFC staff
* Document transportations including any observations to report to CPS.
* Maintain accurate, complete documentation.
* Attend trainings required for position.
* Role model behaviors
* Maintain the order and cleanliness of the facility, property, and vehicle.
* Conduct regular safety checks.
* Perform other tasks and duties as assigned.
* Report all suspected child abuse to MDCPS.
* Comply with all safety standards.

**Essential Qualifications**

* Ability to work flexible schedule.
* Minimum of high school diploma or the equivalent of high school diploma.
* Will have satisfactory criminal history and background check including Child Abuse and Neglect Central Registry; Sex Offenders Registry; and Motor Vehicle Department.
* Will demonstrate an understanding of working with traumatized and/or grieving children and trauma-based behaviors.
* Will have CPR/First Aid certifications and maintain certification as required under local/state regulations.
* Physical ability to lift and carry 35 pounds to perform essential duties.
* Ability to stand, bend, twist, lift and stoop in the normal course of care of children.
* Ability to understand, to enjoy, and to be comfortable with children.
* Ability to serve as a role model for children.
* Ability to work cooperatively as a team member.
* Possess a valid Mississippi’s driver’s license.
* Clean driving record for past 3 years.

**Preferred Qualifications:**

* CPI trained.
* Experience in mental health, trauma, or substance abuse
* Microsoft Office Proficient