



TAPESTRY FAMILY SERVICES JOB DESCRIPTION

- POSITION:** **Transportation Aide - Fort Bragg (PT 32hrs/wk)**
- GENERAL DESCRIPTION:** Under the direction and supervision of the Operations Manager, the Transportation Aide (TA) provides transport for both adult clients and children/families who are receiving services through Tapestry Family Services. TA duties include picking up or dropping off clients and families for appointments, programs and services. Transportation is provided on an intermittent basis, as requested, and a vehicle is provided for transport. The position may involve some supervision of children for short periods of time. TA duties also include assisting in agency vehicle maintenance as requested by facilities, logistics and supervisors. As transport needs can be intermittent, this position does support the agency in other duties such as back up reception, light facility maintenance, and logistics support. The TA role includes cleaning duties that occur 1-2 times per week, often after hours, to avoid interruption of agency services. Cleaning services include vacuuming, mopping, cleaning restrooms, kitchen areas, disinfecting, dusting, taking out trash, assisting with light maintenance, maintaining cleaning supplies, etc. The TA role involves travel using a vehicle to various Tapestry sites or other locations deemed necessary to fulfill job responsibilities. In the event a company vehicle is not available staff are expected to utilize their personal vehicles (mileage reimbursement provided). Other tasks may be assigned, based on department and/or business needs and the department supervisor.
- MINIMUM QUALIFICATIONS:**
- Must be 18 years of age **and** have a valid driver's license for at least two years
 - DMV driving record meeting agency insurance requirements
 - Computer skills; Outlook, Word, Excel
 - Ability to relate well with adults and children who are experiencing emotional difficulties
 - Good public relation skills; the ability to be clear and concise, friendly, patient and accommodating in dealing with the public
 - Reliability
 - Ability to develop relationships with awareness of confidentiality
 - Be sensitive to the local service population with regards to culture, religion, race, gender, socioeconomic standing, etc.
- BENEFITS:**
- 11 Paid holidays
 - Birthday holiday
 - 401k retirement
 - Health, vision and dental insurance offered
 - 12 Paid vacation days per year (based on FTE)
 - 12 Paid sick days per year (based on FTE)
- CONDITIONS OF EMPLOYMENT:** Clear background check with DOJ, FBI, CACI, Driver's License, Clean DMV Printout, Current Auto Insurance, required trainings post start date.
Medical conditions of employment: Obtain TB Test and Physical at time of offer.
- TO APPLY:** Email Resume to humanresources@tapestryfs.org
- Transportation Aide/Office Cleaner Hourly Range: \$18.00 to \$21.88