



## TAPESTRY FAMILY SERVICES JOB DESCRIPTION

<b>POSITION:</b>	<b>Transportation Aide/Office Cleaner – Willits (PT 20-25hrs/wk)</b>
<b>GENERAL DESCRIPTION:</b>	<p>The Transportation Aide/Office Cleaner provides transportation for both adult clients and children/families who are receiving services through Tapestry Family Services. Transportation duties include picking up clients and families to take them to appointments, programs and services and are provided on an intermittent basis, as requested. The position may involve some supervision of children for short periods of time. Tapestry provides a vehicle for transport. Transportation Aide duties also include assisting in agency vehicle maintenance as requested by logistics and supervisors. As transport needs can be intermittent, this position does support the agency in other duties assigned. These duties include back up reception, light facility maintenance, logistics support, and other duties as assigned.</p> <p>Office cleaning duties 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.</p>
<b>MINIMUM QUALIFICATIONS:</b>	<ul style="list-style-type: none"><li>• Must be 18 years of age and have had your license for at least two years</li><li>• Computer skills; Outlook, Word, Excel</li><li>• Ability to relate well with adults and children who are experiencing emotional difficulties</li><li>• Good public relation skills; the ability to be clear and concise, friendly, patient and accommodating in dealing with the public</li><li>• Reliability</li><li>• Ability to develop relationships with awareness of confidentiality</li><li>• Be sensitive to the local service population with regards to culture, religion, race, gender, socioeconomic standing, etc.</li></ul>
<b>BENEFITS:</b>	<ul style="list-style-type: none"><li>• 11 Paid holidays</li><li>• Birthday holiday</li><li>• 401k retirement</li><li>• Health, vision and dental insurance offered</li><li>• 12 Paid vacation days per year</li><li>• 12 Paid sick days per year</li></ul>
<b>CONDITIONS OF EMPLOYMENT:</b>	<p>Clear background check with DOJ, FBI, CACI, Driver's License, Clean DMV Printout, Current Auto Insurance, required trainings post start date.</p> <p><b>Medical conditions of employment:</b> Obtain TB Test and Physical at time of offer.</p>
<b>TO APPLY:</b>	Email Resume to <a href="mailto:humanresources@tapestryfs.org">humanresources@tapestryfs.org</a>
	Transportation Aide/Office Cleaner Hourly Range: \$18.00 to \$21.88