



## TAPESTRY FAMILY SERVICES JOB DESCRIPTION

**POSITION:** **Transportation Aide**

**GENERAL  
DESCRIPTION:**

The Transportation Aide provides transportation for both adult clients and children/families who are receiving services through Tapestry Family Services. The Transportation Aide picks up clients and families and drives them to appointments, programs and services. Transportation Services are provided on an intermittent basis, as requested. At times, the Transportation Aide may be asked to wait while a client attends an appointment so that he/she can be taken home after the appointment. The position may involve some supervision of children for short periods of time. At times, transportation will be needed for out-of-area appointments in the Bay Area or Sacramento. 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 could include back-up reception, facility maintenance, cleaning, and other duties as assigned.

**MINIMUM  
QUALIFICATIONS:**

- Must be 18 years of age and have had a driver's license for at least two years.
- 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
- 12 Paid sick days per year

**CONDITIONS OF  
EMPLOYMENT:**

Clear background check with DOJ, CACI, FBI, Driver's License, Current Auto Insurance, Clean DMV Printout, 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](mailto:humanresources@tapestryfs.org)

**Open until Filled**

Transportation Aide Hourly Range: \$16.75 to \$20.36