

GULF COAST TRADES CENTER
Job Announcement

Position: Transportation Assistant

Position Available: 1

Opening Date: September 26, 2018

Closing Date: Until Filled

Salary: \$12.00 Hourly

Status: Non-Exempt

POSITION:

Transportation Assistant

GENERAL DESCRIPTION:

Provides student transportation and support services as requested by agency. This position will work with multiple departments to assist with the transportation needs of the agency, as well as transport youth all over the state either enrolling, discharging, court etc...

REPORTS TO:

Deputy Director

SUPERVISES:

None

QUALIFICATIONS:

- Must be at least 24 years of age
- High School Diploma, GED or equivalent
- Ability to relate to at risk youth and minority groups
- Valid Class "C" Texas Driver's License
- Reliable Transportation
- Travel as required
- Knowledge about Gulf Coast Trades Center / Raven School preferred
- Non-Smoker preferred
- Complete Standard First Aid, CPR & Restraint Training, other license and certifications as required by Center or law
- Pass pre-employment criminal background check and drug screening
- Must be organized and detail oriented

SPECIFIC DUTIES:

Must have the ability to:

- Carry the insurance required by Center, if transporting in personal vehicle.
- Available for long distance travel with infrequent possibility of overnight stay.
- Able to turn in expense reimbursements in a timely manner, in order to be reimbursed for expenses incurred during transports.
- Will be assigned to pick new youth up from placing agencies, transport to airport, transport to court appointments, etc.
- Promote and present a positive and professional relationship with all vendors.
- Communicate effectively with students of various cultural backgrounds.
- Work closely with the Raven School administration – transport of work experience youth to and from work
- Work closely with the Admissions Department – Picking up new youth admitted to facility
- Work closely with the Medical Department – assisting with medical transportation
- Work closely with the Social Services Department – assisting with transport of youth (court, family visit, PO visit)

- Ability to utilize and update Google Calendar which will be shared with all department heads as to scheduling
- Filing administrative paperwork as needed.
- Promote smooth work relationships with fellow co-workers and students.
- Maintain confidentiality regarding all personal student information and Center business.
- Must be organized and detail oriented
- Ability to communicate and have a flexible schedule
- Other duties as assigned.

Contact:

Michelle Harris

Director Human Resources

143 Forest Service Road #233

New Waverly, Texas 77358

Office: 936.344.7847

Fax: 936.344.2386

E-mail: Jobs@gctcw.org