TAPESTRY FAMILY SERVICES
JOB DESCRIPTION

POSITION: **Transportation Aide – Willits and Ukiah**

GENERAL DESCRIPTION: Under the direction of the Operations Manager, the Transportation Aide (TA) provides transportation for adult clients, children, and families receiving services through Tapestry Family Services. Responsibilities include transporting clients to and from appointments, programs, and other agency services using a provided agency vehicle. Transportation needs vary based on agency demand and may include brief supervision of children when necessary. In addition to transportation duties, the TA supports agency operations by assisting with agency vehicle upkeep, providing backup reception and logistics support, and helping maintain a clean, safe, and organized facility. Facility responsibilities include routine housekeeping, such as tidying common areas, vacuuming, mopping, cleaning and disinfecting restrooms and kitchen areas, dusting, emptying trash, restocking cleaning supplies, assisting with light maintenance, and performing other related duties as assigned. 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 21 years of age **and** have a valid driver's license for at least three 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
- 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
Open until Filled
Transportation Aide Hourly Range: $18.00 to $21.88