

LINN COUNTY CLASSIFICATION

TITLE: COMMUNITY TRANSPORTATION WORKER

NUMBER: 761

APPROVAL ORDER

PAY RANGE: 01

NUMBER: 2000-449

CATEGORY: OPEU

DATE: October 25, 2000

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Employees in this classification provide transportation for adult and child clients of the Department of Health Services' Programs for Developmental Disabilities and Mental Health Services. Employees will use County-owned vehicles to provide these transportation services. Employees will drive fixed routes, where groups of clients will be picked up at convenient locations and brought to the department's clinics for appointments; and individual trips, where specific clients will be transported from their homes to clinics or to other necessary appointments. Employees in this classification are responsible for organizing their daily schedule based on directives given by the supervisor and on requests for transportation made by case managers.

SUPERVISION RECEIVED: Employees work under the direct supervision of a program manager, program supervisor or other person assigned supervision duties. Work is reviewed for effectiveness and adherence to prescribed standards.

SUPERVISION EXERCISED: Supervision of other employees is not a responsibility of positions in this classification.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Pick up eligible clients and transport them to the appropriate clinic or office for group therapy, habilitation services or socialization activities.
2. Pick up children at school or home and transport them to the clinic for services.
3. Pick up clients at their homes and transport to appointments with doctors, vocational rehabilitation staff or other providers of services.
4. Develop and maintain effective, harmonious and reasonable work relationships with others.
5. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

6. Other duties as assigned.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Acceptance of individuals with disability; ability to express empathy to clients while also setting expectations for appropriate behavior; ability to describe client behaviors to clinically trained staff; ability to prioritize and to organize a schedule; ability to bring up problems to the supervisor in a timely manner.

EXPERIENCE, EDUCATION AND TRAINING: Must have an excellent driving record as demonstrated by official driver's record obtained from the Department of Motor Vehicles. Must be able to drive a County-owned van. Experience providing transportation or dealing with disabled individuals is desirable but not required. Good communication skills and good judgement are necessary.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally in a car transporting clients and delivering mail to the department's multiple offices throughout the County. Work involves a significant amount of locomotion and operating a motor vehicle and movement from the vehicle to the offices and community agencies. Requirements include the ability to see, talk and hear, sit, stand and walk, bend and sloop; use hands to handle or operate objects, tools or controls, including use of a computer keyboard; reach with hands and arms and lift or move thirty (30) pounds.