

**Transportation Coordinator job description**  
**Original Date: 1/15/19 Revision Date 1/15/19**

**Department:**  
Transportation

**Full-Time (33-40 hrs/wk)**

**Salary**  
\$40,560-\$46,800

**Position Reports to:**  
Assistant Director

**DESCRIPTION REVIEW APPROVED BY :**

Ian Engle Executive Director  
**SIGNATURE/DATE:**

**GENERAL PURPOSE:** To develop coordinate and implement all aspects of transportation programming for the organization including vehicle inventory consumer programming and employee usage. To develop, coordinate, implement and manage transportation services including supervision of personnel This position is unique as it requires the ability to make sound independent judgment that follows company policies, guidelines and procedures for safety in all aspects of the job in an ever changing and sometimes challenging environment

**ESSENTIAL DUTIES:** Duties essential to the position include but are not limited to:  
Manage the implementation documentation and invoicing/billing for transportation services provided to individuals with disabilities

Develop and implement transportation program protocols and procedures.  
Work with management team to ensure and track revenue for the transportation program  
Work with the Executive Director coworkers and partner organizations to acquire

funding for the transportation program.

Maintain solid regular communication and report clearly to Assistant Director and Executive Director

Create and implement a volunteer driver program

Supervise personnel for the transportation program.

Coordinate closely with the Executive Director and NWCCI managers with regard to program development/implementation and personnel management. Develop efficient and effective systems for documenting billing, and tracking information as part of program development responsibilities

Attend transportation and staff meetings on a regular basis

**QUALIFICATIONS/ABILITIES:** General qualifications and abilities for this position. include but are not limited to:

Ability to work independently and use sound judgment consistent with company policies guidelines and procedures

Ability to provide supervision to program staff

Experience working with people with mental illness as well as cognitive and intellectual disabilities preferred but not required.

Knowledge of disability characteristics and issues

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Knowledge of information and technology systems, database documentation and procedures for program development and implementation.

Knowledge and understanding of Independent Living Philosophy.

21 years or older, possess valid Colorado Driver's License, have a clean driving record and clear a Colorado State Patrol criminal history check for all offenses Ability to meet program reporting deadlines.

**Job Requirements:** Minimum educational requirements sought or preferred are:

2-5 years of experience working with people. (Working with persons with various disabilities is a plus.)  
CPR/1st Aid certification preferred.

**PHYSICAL DEMANDS / WORK ENVIRONMENT:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable otherwise qualified individuals with disabilities to perform essential functions.

While performing the essential functions of this position, the employee may:

Stoop, lift, push and assist consumers with mobility devices over various terrains and in/out of vehicles, buildings, and adapted recreational equipment. Able to lift a minimum of 50 lbs occasionally.

Speak, read, write and hear English. Bilingual a plus.

Work in a variety of settings, both outdoor and indoor.

Noise level in the work environment is moderate to high.

**If you are applying for a position with NWCCI, please read and acknowledge understanding of the following:**

***THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN THE NORTHWEST COLORADO CENTER FOR INDEPENDENCE (NWCCI) AND THE INCUMBENT IN OR PERSON APPLYING FOR THE POSITION.*** NWCCI is a licensed, non-profit organization in the State of Colorado, and operates in accordance with Colorado and applicable Federal law. ***NWCCI IS AN AT-WILL COMPANY.*** Nothing in this position description restricts NWCCI's ability to assign, reassign or eliminate duties and responsibilities of this job at any time. This description reflects NWCCI's assignment of essential functions and features of the job have been described. It does not prescribe, limit or restrict the tasks that may be assigned. Those features may change at any time due to reasonable accommodation, as the needs of NWCCI change or other reasons deemed appropriate by NWCCI leadership.

Printed Name of applicant:

Signature /

Date: