

JOB DESCRIPTION
JOB TITLE: Transport Support Worker

DEPARTMENT: EMPOWER

I. POSITION PURPOSE

Provides transportation for children and visitation support to the staff in the Permanency Services Program. Promotes the well-being of children in the Permanency Program, participates in staff meetings and trainings and coordinates with staff from other agencies involved in providing Permanency Services.

II. NATURE AND SCOPE OF RESPONSIBILITIES include, but are not limited to, the following. Other duties may be assigned.

Accomplishes child transport requirements.

Supervises and monitors visitations between the child/family and supports the reunification process.

Completes documentation and forwards reports containing descriptive, analytical, and evaluative content.

Instructs the family in child development, parenting skills, child behavior management, childcare, home and money management, meal planning, and food preparation.

Provides crisis intervention, education and assistance with problem solving.

Provides support to the staff of the Permanency Program on a day-to-day basis.

Ensures requirements of the case plan, as developed by the child and family team are met.

Maintains a close working relationship with public and private agencies involved in providing Permanency Services/support.

Provides assistance with basic services required to meet developmental needs of the child/family.

Provides trauma informed emotional support, informal counseling, role modeling, realistic expectations and communication and coping skills according to best practices standards.

Provides families with an understanding of the Permanency Program processes and determines requirements.

Serves as a liaison between families and Permanency Program staff. Provides routine services to support placements and obtains needed documents for the family's file.

Will be required to drive personal or agency vehicle while transporting children or conducting agency business. Must possess a valid driver's license. Must meet agency underwriting standards while driving agency vehicles and/or transporting clients.

Prepares case files for audit and notifies the Case Manager of missing or incomplete documentation.

Coordinates Permanency Program and requirements with public and private agencies.

Coordinates with Agency program staff on the delivery of services to children and families.

Refrains from assuming any duty that is unrelated to and/or interferes with the responsibilities of the position.

Advocates, promotes, and practices cultural sensitivity and responsiveness in all day-to-day interactions.

Develops, promotes, and practices teamwork in all activities.

SUPERVISION:

No direct supervisory responsibilities.

III. EDUCATION, EXPERIENCE AND OTHER QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

High School diploma or equivalent required with two years' experience in child and family services field required. Bachelor's degree preferred.

PRESENTATION SKILLS:

Ability to read, analyze and interpret common scientific and technical journals, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups and/or Board of Directors.

FINANCIAL/COMPUTATIVE SKILLS:

Ability to read and interpret financial statements, budgets, audit reports, etc. Ability to perform basic mathematical operations such as discounts, interest, commissions, proportions, percentage, area, etc. Ability to apply concepts of basic algebra, geometry, and statistics. Familiarity with computers and their capabilities.

ANALYTICAL ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical, graph, chart or diagram form and deal with abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS:

None.

IV. PHYSICAL DEMANDS

The physical demands 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 individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk, hear, stand, sit, and walk. The employee frequently is required to use hands and fingers; climb or balance; and stoop or kneel.

The employee must regularly lift and/or move up to 10 pounds, occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

V. WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.

VI. PRINCIPAL ACCOUNTABILITIES

Accomplishes child transport requirements.

Supervises and monitors visitations between the child/family and supports the reunification process.

Employee Printed Name

Date

Employee Signature