

# Southwestern Wisconsin Community Action Program, Inc.

## Job Description

Job Title: Program Ops Specialist  
Sub Title: LIFT – Transportation Specialist

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Exempt (Y/N): No	SALARY LEVEL: 2
LOCATION: Southwest WI	DEPARTMENT: LIFT
SUPERVISOR: Lori Jacobson	
PREPARED BY: Lori Jacobson	DATE: 3/25/2014
APPROVED BY: Walter Orzechowski	DATE: 3/25/2014

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**SUMMARY:** Under the direction of the Southwestern Wisconsin Community Action Program Lift Director, this position is responsible for transportation to individuals with disabilities in the six county area served by SWCAP including, Crawford, Grant, Green, Iowa, Lafayette, and Richland counties. The position requires the ability to lift up to 60 pounds, work with individuals requiring assistance in communication as well as mobility, use computers and communicate with outside agencies in order to maintain and build relationships.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned:

Provide transportation using specialized vehicles to persons with disabilities and others as needed.  
Track trip information using paper logs or computers  
Comply with all funding source financial and program requirements.  
Help with cleaning and maintaining regular and unexpected maintenance of vehicles.  
Achieve program objectives as identified in contracts or work plans or other duties assigned by the Program Director.

### **SUPERVISORY RESPONSIBILITIES:**

Monitoring and tracking all vehicle maintenance for all LIFT vehicles, including scheduling regular service and performing routine service, vehicle washes, fluid level checks, tire pressure checks and maintenance of all tie-downs.

### **QUALIFICATION REQUIREMENTS:**

The ideal candidate will: possess PASS certification or will obtain it within six months, continue driver education as needed or directed by supervisor, will have a clean driving record not less than what is required for any driving position at SWCAP, will have excellent verbal skills, customer service skills, and be an empathetic listener.