

Southwestern Wisconsin Community Action Program, Inc.

Job Description

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

Exempt (Y/N): No	SALARY LEVEL: 3
LOCATION: Southwest WI	DEPARTMENT: LIFT
SUPERVISOR: Ashley Nedeau-Owen	
PREPARED BY: Ashley Nedeau-Owen	DATE: 3/25/2014
APPROVED BY: Walter Orzechowski	DATE: 3/25/2014

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 50 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 computer.
Comply with all funding source financial and program requirements.
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, have completed a Defensive Driving course or will within six months of hire, will have a current CPR certification or will obtain it within six months, will have a clean driving record not less than what is required for any driving position at SWCAP, will have excellent verbal skills and be an empathetic listener.