



***Serving Monterey County Seniors Since 1970***

**JOB DESCRIPTION**

**POSITION TITLE:** Transportation Specialist  
**COMPENSATION:** 25 hours per week  
**FLSA STATUS:** NON-EXEMPT  
**SUPERVISION RECEIVED:** Director of Programs  
**SUPERVISION EXERCISED:** NONE

**OBJECTIVE:** Educate the senior population and people with disabilities and promote transportation options in Monterey County. Provide direct assistance to these individuals in order to increase utilization of public transportation. Serve as an Alliance on Aging’s representative in Monterey County to inform and engage community providers.

**RESPONSIBILITIES:**

- Develop and implement a county-wide outreach plan which reflects a regular and scheduled presence at identified outreach sites throughout the Monterey County with special focus on those residing in Salinas and southern rural cities.
- Collaborate with Monterey Salinas Transit, Independent Transportation Network and the entire transportation system to ensure current information is available, promote and complement one another’s services.
- Assess individual’s transportation needs over the telephone and in person.
- Train clientele how to access their transportation information using Smart phones and other electronic devices
- Assist with applications as needed.
- Maintain collaboration with senior partners and other social service agencies to ensure that staff has up to date knowledge of activities, services and resources.
- Increase referrals to our program by outreach to medical providers and partnering agencies by giving presentations to their staff and at public venues as requested.
- Assist in the publication and distribution of information about the transportation network, of Alliance on Aging programs, services and events.
- Travel to sites throughout Monterey County as needed using personal automobile (mileage is reimbursed).
- Ability to work occasional evenings or weekends at speaking engagements or resource fairs.
- Schedule appointments & notify front desk, as appropriate
- Enter monthly/quarterly reporting data on Excel reports and/or online AAA database.
- Other duties as assigned

**QUALIFICATIONS:**

- Prior work experience in Human Services, Counseling, Gerontology, Social Work, or related field.
- Bilingual Spanish required superior verbal, written, and translational skills in both English and Spanish, bicultural preferred
- Valid California driver’s license, clean DMV, auto insurance, personal means of transportation
- Proof of eligibility to work in the United States.
- A strong affinity and concern for the welfare of older people.

**KNOWLEDGE, ABILITIES AND SKILLS:**

- Strong verbal and written communication skills in both English and Spanish
- Knowledge of community resources or willingness to learn
- Ability to relate positively to diverse populations
- Availability to work occasional weekends
- Ability to work independently and as part of a team
- Excellent customer service skills required
- Superior organizational and time-management skills
- Computer proficient in a Microsoft computing environment

**PHYSICAL DEMANDS:**

- **Occasionally (6-33%):** bend, twist, push, pull, climb, squat, crawl, kneel, and reach above shoulders.
- **Frequently (34-66%):** drive, sit, reach with hands and arms; climb or balance; stand and walk; grasp with hands and fingers; and lift up to 20 lbs
- **Continuously (67-100%):** use hands to finger, handle or feel objects, tools, see (including close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus), hear and speak; key (i.e., computer, calculator, telephone); and lift (up to 10 lbs).

**MACHINES, TOOL AND EQUIPMENT:**

- **Occasionally (6-33%):** copier, fax, and 10-key calculator
- **Frequently (34-66%):** computer, automobile
- **Continuously (67-100%):** writing instruments and telephone

**TRAVEL:** This job requires routine travel within Monterey County.

**ACKNOWLEDGMENT & RECEIPT**

**I acknowledge that I have received, read, and sought clarification of any questions I have about the content of this job description. I further understand that, in order for the company to retain necessary flexibility to meet organizational needs, this job description may be modified from time to time.**

Employee: \_\_\_\_\_

Date: \_\_\_\_\_