



Thriving United, Inc.

Recovery Community Organization

501 N. Loraine St.
Midland, Texas 79701
432-701-8678
www.thrivingunited.org

Job Description

Transportation Specialist

Status: Hourly, Non-exempt
Reports To: RCO Director

POSITION OBJECTIVES

Driver responsibilities include arranging regular cleaning and maintenance services for the vehicle, planning each route based on road and traffic conditions and managing trips. Pick up and drop off of our peers. Communicating with the peer in supportive and compassionate way. Joining the peer during their appointments to help make sure paperwork is filled out correctly and that there is no misunderstanding about what is needed for them to complete their task. Our peers are peoples that can come from suffering lifestyles and a Transportation Specialist needs to be aware that they may be in possession of weapons or drugs/alcohol. Being observant and making sure to make comments about not holding while in our vehicles is a must.

To be considered for this role, you should have a valid driver's license and a clean driving record with no traffic violations. Note that you don't need to have a car; we provide drivers with our own vehicles.

ESSENTIAL FUNCTIONS

- Map out driving routes ahead of time to determine the most expedient trip
- Pick up clients from the place and at the time they've requested
- Engage with peers during travel and while at appointment
- Assist clients with loading and unloading their luggage
- Listen to traffic and weather reports to stay up-to-date on road conditions
- Adjust the route to avoid heavy traffic or road constructions, as needed
- Ensure the car seats are clean and comfortable for all riders
- Schedule regular car service appointments and report any issues
- Book car wash and detailing services to maintain interior and exterior cleanliness of the car

PERFORMANCE STANDARDS

- Must pass required background investigation.
- Must abide by Agency's Code of Ethics, Agency Standards, Policy and Procedures Manuals.
- Must make sound decisions independently. This includes, but is not limited to, recognizing safety risks, abuse, neglect, or other emergencies, and responding appropriately.
- Complete documentation daily, legibly
- Strict adherence to the Incident (Unusual Event) Reporting, timekeeping, and work attendance requirements.
- Must practice universal precautions as part of regular job duties whenever applicable.
- Must be able to perform assigned work independently with minimal supervision.
- Must not engage in behaviors that erode the cohesiveness of the program staff.
- Have or gain knowledge and understanding of the recovery community organization purpose, structure and culture.



Job Description

- Have or gain an understanding of the SAMHSA's Working Definition of Recovery, Principles of Recovery and the Eight Dimensions of Wellness.

