



Winnebago County
The Wave of the Future

JOB POSTING

POSITION TITLE: **Transportation Aide - Casual**

LOCATION: Park View Health Center – Activity and Social Services

HIRING RANGE: \$17.64 - \$19.59/Hr.

STATUS: Casual Call

HOURS PER WEEK: 8 Hours per Month

WORK HOURS: Varies

APPLICATION DEADLINE: Recruitment will be ongoing

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Internal Department Transfer Form](#). Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).

WINNEBAGO COUNTY POSITION DESCRIPTION September 2018

POSITION TITLE: **Transportation Aide**

DEPARTMENT: Park View Health Center- Activity and Social Services

PAY BASIS: Hourly

PURPOSE AND SUMMARY:

Provides transportation and support services to residents.

ESSENTIAL FUNCTIONS:

1. Transports residents to and from medical appointments; picks up new admission or readmission; provides adequate supervision and assistance to ensure residents arrive safely to the appropriate destination.
2. Manages and organizes daily transportation schedules working in conjunction with neighborhood staff to ensure efficient trips. Operates and fuels transportation vehicle

effectively; appropriately uses safety features and maintains accurate logs for mileage and destination.

3. Supports activity and nursing departments by transporting residents to and from activities, performing clerical tasks, and assisting residents with activities of daily living needs.

ADDITIONAL ESSENTIAL DUTIES:

1. Delivers and picks up items and documents, including biohazardous material, from various locations.
2. Maintains departmental equipment and supplies in good order and reports need for repair or replacement. Monitors transportation vehicle for any service needs and communicate such needs with Social Wellness and Financial Services Managers.
3. Reads and understands resident care plans.
4. Provides a high standard of safety ensuring compliance with the department and facility regulations.
5. Establishes effective and professional communication and working relationship with all members of the health care team.
6. Performs other related duties as may be assigned.

WORK RELATIONSHIPS:

1. Reports to Social Wellness Manager.
2. Works with all members of the health care team, staff, residents, families, volunteers, and community contacts.

REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:

1. Graduation from high school; ability to read, write, and perform basic arithmetic calculations in a competent manner.
2. A minimum of two years' work experience as a certified nursing assistant and on the registry for Wisconsin. Previous experience in patient transportation preferred.
3. Current valid Wisconsin drivers' license in good standing with a safe driving record with ability to produce evidence of meeting or exceeding Winnebago County travel ordinance.
4. Current BLS (CPR) certification for the Health Care Provider.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to organize and prioritize work under minimal supervision to meet deadlines and to exercise independent decision-making skills.
2. Ability to work with frequent interruptions and to adjust work schedule including weekends and evenings as needed.
Ability to maintain confidentiality regarding residents, families, the department, volunteers and facility.
3. Strong written and verbal communication skills including listening skills.
4. Computer skills including facility with Microsoft Office applications and ability to learn and use ECS software.

PHYSICAL REQUIREMENTS:

1. Ability to perform work from a standing or walking position and to remain in a sitting or standing position for extended periods of time.
2. Ability to lift, push, pull, and move residents and supplies weighing a minimum of 50 pounds.
3. Ability to perform work that requires full manual dexterity in both hands for extended periods of time.
4. Ability to perform light manual labor with frequent, bending, stooping and climbing.
5. Ability to work in an environment with occasional exposure to unpleasant odors and non-toxic fumes.
6. Ability to use standard office equipment including telephone, computer, printer, photocopier, and scanner.