



PLEASE POST IMMEDIATELY
FIRST STEP EMPLOYMENT OPPORTUNITY
EQUAL OPPORTUNITY EMPLOYER

Job Title: Transportation Advocate

Hour/week: Full-time position, 37.5 hours per week, weekdays. Hours may vary based on client transportation needs. Occasional weekend or evening required.

Availability: Immediate, Wayne Office location. Travel mostly throughout Wayne County.

Description: Provide transportation services to individuals and families. Previous experience in transporting individuals in at least a 12-passenger van. Must have the ability to create and maintain a transportation schedule in accordance with client needs. Create and maintain a portable documentation log of vehicle(s) use, including reporting information. Oversee upkeep of vehicle(s) repairs, cleanliness and gas supply. Oversee shelter food and supply storage, and food and supply pick-up. Administrative transportation between sites, donation pick up, transports and upkeep. Strong crisis intervention and empathy skills. Comprehensive training and supervision provided.

Qualifications: High school diploma or equivalent. Experience working with persons who have experienced trauma. Capable of handling crisis situations effectively. Match with agency mission, philosophy and values essential. Demonstrated initiative, high professional standards, and excellent organizational skills. Strong oral and written communication skills. Must maintain high level of confidentiality. Ability to work independently and with supervision. Demonstrated experience working effectively with people from diverse racial, economic and cultural backgrounds. Understanding and recognition of the issues of domestic violence and sexual assault. Caring, empathetic, client-centered approach. Ability to travel between sites in Wayne County. Understanding and recognition of the issues of domestic violence and sexual assault. Have and maintain valid MI driver's license, chauffeur's license highly preferred, excellent driving record, current auto insurance, and reliable transportation. Criminal background check, sex offender registry check, Department of Health and Human Services clearance, Ability to lift 50 pounds. *Bilingual a plus*. EOE.

Benefits: Option for health, dental, optical insurance after 90 days. Life insurance and long-term disability insurance after 120 days. Employer contribution to 401k. Accrued sick and vacation time. Holidays off with pay.

Please email resume and cover letter with salary requirements to Sally Coder:

Email: scoder@firststep-mi.org
www.firststep-mi.org

No Phone Calls Please