



Transportation Coordinator Position Description

Purpose:

The Transportation Coordinator is responsible for the safe, timely, and professional transportation of residents to and from appointments. This position is essential in supporting the overall well-being and health of residents, contributing to the operational flow and safety of the facility.

Essential Duties (not all encompassing):

- Provide excellent customer service to residents, families, and staff.
- Safely transport residents to and from scheduled appointments.
- Schedule and confirm appointments with medical offices and residents.
- Communicate effectively with residents, families, and team members.
- Use proper equipment to ensure resident safety during transport.
- Maintain cleanliness and sanitation of vehicles and transport equipment.
- Assist in cleaning and disinfecting areas such as floors, appliances, folding tables, carts, and laundry areas in accordance with facility procedures.
- Ensure all sanitation and safety standards are consistently met.

Skills Required:

- Function independently, have work flexibility, personal integrity and ability to work effectively and harmoniously with residents, family members and other team members.

Physical Demands:

- Ability to communicate in English in writing and verbally with different levels of staff, residents and visitors.
- Frequent sitting, standing, walking, etc. Push, pull, lift of up to 50 lbs
- Consistent and regular attendance. May be required to work weekends, holidays and other shifts. Will take on call rotation.

Additional Details:

Compensation:

- \$15.50/hour (non-CNA)
- \$16.75/hour (CNA certified)
- Additional \$0.75/hour shift differential for transport completed after 5 PM or on weekends.

Schedule: Typical hours are 8:00 AM – 5:00 PM with a 1-hour unpaid lunch. Schedule may be flexible based on transportation needs.

Licensing: Must obtain a “For-Hire” endorsement to operate the transport bus.

- The cost is \$19.00 through the BMV, and Christian Care will reimburse this expense.

To apply, contact Vikki Hilliard, HR Generalist

humanresources@christiancarerc.org

260-565-3006 ext. 2160