

MOVE STANISLAUS TRANSPORTATION

JOB DESCRIPTION

Job Title: Travel Trainer	Reports to: Director of Mobility
Status: Full Time Hourly: Non-Exempt	Job Grade: IV
	Salary Range: \$20 - \$26 hour

POSITION SUMMARY

MOVE is a nonprofit organization that has been designated the Consolidated Transportation Services Agency (CTSA) for Stanislaus County. The Travel Trainer conducts assessments and encourages Stanislaus County residents' development of knowledge about the County transit operations, hours of service, pick up /drop off times and destinations or locations covered by the operator, either StanRTA or Turlock transit. The Travel Trainer will work with riders with diverse backgrounds including people with disabilities or without disabilities, seniors, veterans, children and adults of all ethnicities and cultures.

At times the Travel Trainer will be required to provide training for transition age students. The Travel Trainer will train the trainee one on one or with small groups through riding on the bus with the trainee and using fading techniques allowing the trainee to become fully independent in accessing the transit system for the specific scope of training delivered.

The Travel Trainer will assess for appropriateness for independent public transportation use, create personalized lesson plans, and educate individuals on a wide range of travel skills including: trip planning, street crossing, bus and train travel, map and schedule reading, and safety skills, while utilizing public transportation. The Travel Trainer will research, identify, create, and present custom presentations to establish a robust referral network.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Experience: Minimum of two (2) years' experience working with seniors and/or people with disabilities and/or in a non-profit or conducting training preferably in a transportation organization, human service agency, or in a closely related field or equivalent required. Additionally, needs to have advanced communication and organizational skills with excellent phone manners.

Education: Minimum two years AA degree (prefer bachelor's degree) in business administration, management study, transportation management, public administration, or closely related field, from an accredited college or university or equivalent required.

Must have reliable transportation, possession of a valid California driver's license, and comprehensive vehicle insurance. Fluency in Spanish preferred

WORK ENVIRONMENT/MINIMUM PHYSICAL REQUIREMENTS

You must have the physical, visual, and auditory ability to perform the essential functions of the job with or without reasonable accommodations.

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- Push and move objects up to 10 lbs. regularly and 25 + lbs. on an occasional basis
- Depending upon assignment, must be able to work in a variety of settings, weather conditions and locations.
- Must be able to walk/travel ½ mile at minimum several times per day, over various terrains while travel training.
- Must be willing and able to work a flexible schedule including morning and evenings.

ESSENTIAL FUNCTIONS

1. Complete intake and assessment to determine eligibility for travel training.
2. Provide direct travel training, community, and safety education programs for persons with disabilities and seniors.
3. Ability to train in the field conducted on bus routes throughout Stanislaus County.
4. Ability to provide follow-up and retraining services to individuals.
5. Develop and implement individualized transportation plans and mobility instruction curriculum for travel training participants.
6. Act as a professional liaison and maintain open communication between the agency and various stakeholders including family/friends of individuals served, other service providers and transit personnel.
7. Interpret maps, timetables, and other transit materials for route planning.
8. Ability to document outcomes, evaluation, and data collection to be entered into custom software.
9. Strong verbal and written communication skills, organizational skills, and the ability to work in a fast-paced, dynamic and team environment.
10. Proficiency in Microsoft Office with an ability to learn computer programs.
11. Support individuals in communicating needs to transit providers.
12. Maintain attendance and program records, individual progress notes and reports.
13. Identify transit issues affecting people with disabilities and address issues if possible.
14. Ability to maintain confidentiality.
15. Assist with writing monthly/quarterly/yearly reports as needed.
16. Conduct outreach efforts to generate and maintain referral pool.
17. Complete special projects within the field of mobility services as assigned.
18. Ability to work independently, utilize good judgment and initiative.
19. Uphold Company policies for safety, completed mandatory training, supervision, mandated reporting and risk management.
20. All other duties as assigned by your supervisor.

EFFECT ON END RESULTS

1. Successfully trains Program Participants.
2. Meets or exceeds annual performance standards and goals.

ACKNOWLEDGEMENT

This job description is not meant to be all-inclusive. This position description is not a written or implied contract.