

SUPPORT SERVICES COORDINATOR **(TRANSPORTATION)**

DEPARTMENT:	COMMUNITY SUPPORT SERVICES
REPORTS TO:	CLIENT SERVICE MANAGER, CSS
STATUS:	PERMANENT CASUAL
SHIFT:	DAYS
COMPENSATION:	\$27.968/hr
UNION:	SEIU
AVAILABLE TO:	INTERNAL & EXTERNAL CANDIDATES
DATE POSTED:	JUNE 16, 2023

POSITION DESCRIPTION:

As a key member of the HHHS – Community Support Services team, the Transportation Coordinator is responsible for oversight and ongoing development of the volunteer driving transportation program and coordination of the activities of the accessible van.

KEY COMPONENTS OF THE POSITION:

- Client intake and assessment of need including referrals to other HHHS and community programs as appropriate;
- Matching volunteer drivers with clients (senior and adults with disabilities and/or illness) for medically related appointment;
- Coordinating the scheduling and maintaining oversight of the Accessible Transportation Van;
- Liaising with other agencies and services (ODSP, Social Services, Hospitals) to provide care in a coordinated manner;
- Managing accounting information for the purposes of client billing, volunteer remuneration and allied service providers (local taxi services, for example);
- Participation on local and regional transportation strategies as a representative of HHHS – CSS; and
- Ongoing volunteer management.

QUALIFICATIONS:

The successful candidate will possess:

- an undergraduate degree in business administration, community development, or related discipline;
- experience in coordinating and supporting volunteers;
- demonstrated experience in adult education, training, and public presentations;
- experience with program development, implementation, and evaluation;
- demonstrates compassion, empathy, integrity, respect, courtesy and a caring attitude in all interactions;
- exceptional listening skills; and
- a high degree of proficiency with computers, typing skills, attention to detail, excellent organizational and time management skills are required.

SUBMIT APPLICATION AND RESUME TO:

Human Resources
Haliburton Highlands Health Services
Box 115, Haliburton, ON K0M 1S0
E-mail: hr@hhhs.ca
Fax: 705-457-4609

PLEASE QUOTE JOB NUMBER:

2022-21