

Job Title: Kansas City Rescue Mission Women's Center Transportation Assistant

Type of Staff: Part Time (Non Exempt)

Staff Supervisor: Clinical Coordinator

Job Overview:

The Women's Center Transportation Assistant is responsible for providing safe, reliable, and efficient transportation to scheduled appointments and activities for residents of the Women's Center program.

Job Qualifications:

- Must conform to KCRM's *Qualifications for Employment*, support the *Statement of Belief*, and *Mission, Vision and Values* as outlined in the KCRM Employee Handbook
- Must possess a strong Christian character and be loyal, patient, tactful, pliable, and teachable with a clear conviction and calling to serve the Lord in ministry
- Minimum of a High School Diploma
- Minimum one year experience transporting clients
- Must possess a valid Driver's License and driving record that meets company requirements
- Ability to communicate effectively with clients, staff, volunteers, and the public while demonstrating healthy boundaries
- Demonstrate a functional knowledge of women's needs including issues of homelessness, domestic violence, trauma, substance abuse, human trafficking, mental illness and/or other challenges
- Demonstrate a commitment to the confidentiality and safety of women participating in the Program
- Ability to function in a high stress environment and meet strict timelines

Duties and Responsibilities:

- Transport resident's to scheduled appointments and activities within the community
- Maintain accurate vehicle trip and mileage log
- Drive designated KCRM vehicle in a safe and reliable manner according to assigned schedule
- Meet with Clinical Coordinator weekly to coordinate and review assigned schedule
- Complete and submit reports detailing resident incidents and accidents according to company policy
- Maintain valid Driver's License and driving record that meets company requirements
- Other duties as assigned