



JOB DESCRIPTION

Women's Facility Full Time- Transportation Program Assistant

Job Title: Full Time Transportation Program Assistant

Report To: Women's Facility Program Director

Hours: Flexibility is required. 40 Hours/Week, which may include any day of the week; weekend; split shifts and any shift

Position Description: This position will transport residents to various approved locations within Mecklenburg County or in the state of North Carolina. The employee works independently and without supervisory direction, and must exercise discretion and use independent judgment in complex situations.

Position Status: 1. Non-Exempt 2. Includes benefits

Location and Facility Description: The Center for Community Transitions Women's Facility is a 24 hour, 30-bed work release center for female inmates who are within 3 years of release.

The Center for Community Transitions Women's Facility (CCT-WF) assists and monitors residents (inmates) including outside programs for work release, family leave, community volunteer passes, and study release. This program in coordination with the other two CCT programs of LifeWorks! and Families Doing Time provide a comprehensive reentry transition for residents. Services include individualized employment plans; community employment; education and vocational training; life skills workshops; and family reunification assistance.

Duties & Responsibilities:

- Transports residents via passenger vehicles to various destinations such as courts, jails, prisons, medical centers, and other specified locations.
- Escorts residents into NCDPS' facilities requiring contact with hospital personnel such as physicians, nurses, and other medical staff; and the public.
- Plans and executes all aspects of the trip/run including: inspection/exchanging information, search of the vehicle and security items, timing and routing of the trip, accommodation of needs of residents, possession of all clearances and necessary travel documents, inspection and storage of resident's personal property, and the assurance of a safe and controlled travel environment.
- Assumes responsibility for significant departmental material resources such as passenger vehicles and communications equipment.
- Performs counts of residents and conducts thorough searches of residents and their property for prohibited contraband items.





- Follows departmental security policies and procedures. Maintains vigilant adherence to all departmental procedures.
- During necessary stops, inspects restrooms or other areas where a resident may be waiting or housed, for possible escape routes.
- Maintains proper court security coverage and prevents escapes.
- Reviews, handles, and distributes all related travel and court documents.
- Assists the residents in filling out any necessary forms, such as medical forms required for treatment.
- Transport residents on approved shopping trips.
- Determines proper, shortest, and safest, travel route.
- May take part in searches for escaped residents.
- May administer first aid.
- Performs related work as assigned.

Job Qualifications:

- Considerable knowledge of vehicle maintenance standards and procedures.
- Considerable knowledge of operation and mechanics of all transportation vehicles.
- Ability to plan each transportation detail, including type of vehicle used, timing of the trip.
- Ability to work independently without supervision, supervise, and transport residents.
- Ability to interpret rules and regulations and make decisions without supervisory consultation.
- Ability to meet the physical requirements of the work, which may include long hours and the performance of strenuous tasks.
- Ability to observe critically, obtain accurate data, and prepare written records and reports.
- Ability to maintain the safe and secure operation of the transportation vehicles to ensure that all maintenance is current and all security items are in proper working order.
- Ability to travel in and out of the county and within the state for extended periods of time on short notice.
- Ability to successfully complete training programs.
- Ability to anticipate problems.
- Ability to communicate effectively





Desired Skills & Abilities:

- Flexible, persistent, and patient and able to work with multi-cultural clients
- An understanding of residential operations
- Excellent oral/written communication, interpersonal relations, supervision/management of resources, and public relations
- Ability to work in a team setting
- Ability to Multi-Task with no issues
- Ability to solve complex problems using own judgment/discretion
- Proficient in applicable computer programs such as Microsoft Office and Google Chrome
- Value and exhibit excellent customer service
- Excellent organization skills
- Ability to work flexible and non- traditional hours including any shift, holidays, emergency situations, inclement weather and weekends
- Mature and professional demeanor and interaction with others
- Ability to drive
- Ability to move over uneven surfaces and terrain
- Ability to lift up to 25 lbs.
- Ability to walk distances
- Ability to think and move quickly to respond to emergency situations
- Ability to read, comprehend and retain detailed and varied operating procedures
- Ability to reach or climb to tops of doorways, window sills and high shelving

Education and Qualifications:

- High School Diploma or Associates degree or higher
- Excellent and clean driving record
- Valid North Carolina Driver's License with Insurance
- Clean background
- Sound character

