



Position: Transportation Advocate – PT

Supervisor: Shelter Manager

Position Description:

The transportation advocate will provide transportation assistance to all PADV clients within the following programs: emergency shelter, supportive housing, legal advocacy and community outreach.

Core Values of Staff

Our work is grounded in our values, which embody the hope that we have for breaking the cycle of intimate partner violence in our society. We live these values in our daily work and foster these values in the community partnerships that are essential to the success of those we serve.

- **Safety**
 - We ensure the protection and confidentiality of clients, staff, and volunteers.
- **Respect**
 - We are accountable, engage in clear communication, collaborate, and embrace differences in our work and in our interactions.
- **Equality**
 - We offer each client the opportunity to reach their defined goals by receiving individualized, person-centered services.

Roles and Responsibilities:

- Transport clients to their appointments and other programs.
- Inform clients of drop-off and pick-up location and times.
- Arrive and depart on-time for every client transport.
- Provide clients and staff with accurate, timely and clear information regarding agency transportation services.
- Ensure that clients are aware of public transportation options.
- Maintain a clean driving record and drive defensively to ensure the safety of passengers.
- Ability and comfort in working with diverse clients with diverse lifestyles.
- Consistently maintain a respectful and positive attitude towards all clients.
- Maintain and improve a transportation documentation system that can be tracked in Apricot.
- Communicate effectively with staff any issues regarding clients.

Minimum Qualifications:

- Experience transporting people in a passenger van to various locations
- 21 years of age with a valid driver's license and car insurance.
- Clean Driving Record with a defensive driving approach
- Ability to drive without any distractions and stay calm in traffic
- Excellent Customer service skills
- Familiarity with various pertinent routes throughout Fulton county