

WAYNE COUNTY VETERANS SERVICE COMMISSION

Invites applications for:

POSITION: Transportation Coordinator / Investigator

STARTING PAY: \$19/hr

The Transportation Coordinator / Investigator coordinates transportation scheduling, repairs, and maintenance of the VSC vehicles. Interviews clients and otherwise investigates for the purposes of benefit eligibility determinations. Part time driver.

ESSENTIAL FUNCTIONS

- Supervise and coordinate daily transportation operations, including scheduling and routing to Department of Veterans Affairs medical centers.
- Manage a team of drivers providing leadership and support. Part time driver.
- Ensure compliance with safety regulations, maintain records of vehicle service, mileage, and on-board equipment.
- Performs intake interviews of clients in the office, necessary for the purposes of determining eligibility for financial assistance, DVA benefits, DVA medical care, and transportation.
- Prepares and submits monthly and annual reports to the VSC.
- Ability to multi-task.

MINIMUM QUALIFICATIONS

- High school diploma. Computer skills.
- Must be a former member of the United States Military and received an Honorable discharge at release from active duty (must provide a copy of DD-214 showing character of discharge).
- Excellent problem-solving abilities and attention to detail.
- Knowledge of transportation regulations and best practices.
- Valid state of Ohio Driver's license.
- Must pass a required background investigation before employment.
- Effective communication skills and the ability to work collaboratively.

PREFERRED SKILLS/COMPETENCIES

- Working knowledge of office procedures and equipment.
- Ability to perform meticulous and accurate data entry and calculations.
- Able to work independently with minimal supervision demonstrating sound judgement.
- Ability to maintain confidentiality of sensitive and personal client information.

Normal working hours: Monday – Friday; 8:30am to 4:30pm

Employment applications may be picked up at 356 W. North St lower-level, in Wooster from 8:30am to 4:30pm or downloaded from the Wayne County Website. Applications will be accepted until the position is filled. **The Applicant will serve a six-month (180 day) probation period.**

Wayne County is an Equal Opportunity Employer