

# TIOGA & BRADFORD COUNTIES HOUSING AUTHORITY

## Resident Services/Transportation Aide

### Job Description

#### **MINIMUM REQUIREMENTS**

Experience transporting individuals, valid driver's license and excellent driving record. Good interpersonal skills and time management. Successful completion of a pre-employment criminal history background check and drug screen.

#### **PURPOSE:**

To transport tenants to and from events, as needed. Schedule events with Tenant Trip Leaders and manage time allotted for each trip. Communicate with Resident Services Program Manager and residents on trip dates, locations and times. Provide assistance with the Fresh Express food programs and other tenant events and programs as needed.

#### **Work Location:**

Tioga County and Bradford County.

#### **Essential Job Functions** Duties include but are not limited to the following:

- Transport tenants to and from events
- Schedule resident trips
- Communicate with Resident Services Program Manager
- Pre/ post trip inspection of van
- Schedule van maintenance as needed
- Log all trips, mileage, and costs associated with trips
- Assist with the Fresh Express food programs
- Assist with other tenant programs and events as needed