



Camarillo Health Care District helps individuals manage ongoing health challenges, live better with chronic illness, and improve overall quality of life. Serving the area since 1969, Camarillo Health Care District is recognized as an innovative, award-winning model district throughout the State of California and the nation.

the **Transportation Coordinator** oversees and coordinates all daily operations and aspects of the Camarillo Health Care District's Transportation program, ensuring that the District is in compliance with any/all applicable regulations for the operation of a transportation service, providing leadership to the department, participating in business development opportunities, and serving as liaison to the District's Administrative Team.

#### **Example of Job Duties**

Responsible for daily operational oversight of the District's transportation services, which includes, but is not limited to, driving, managing staff workload and daily schedules, log manifests, vehicle safety inspection, office and administrative functions, and other similar essential operational functions.

Ensures departmental operations function safely and are compliant with all safety regulations, and federal, state and local regulations as they pertain to maintenance, repair, inspection and operation of vehicles and equipment to ensure safety of passengers and staff.

Oversee maintaining vehicles in clean and sanitary condition.

Maintain working knowledge of Ventura County roadways.

Handle all communications during transportation emergency(s).

Develop and maintain accurate records, client database and statistics for the service, including ensuring accurate reconciliation of fares collected.

Analyze various issues and problems related to overall operational activities and prepare reports.

Assist in the development of departmental budget.

Develop and prepare required and requested departmental reports in a timely, accurate manner.

Coordinate with Human Resources for appropriate/adequate training for Transportation department staff.

### **To Apply**

<https://www.camhealth.com/join-our-team>

Camarillo Health Care District  
Human Resources Department  
3639 E. Las Posas Rd, Ste 117  
Camarillo, CA 93010  
805-388-1952 ext. 125

*NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.*

*The eligible list established from this recruitment may be used to fill current and future positions.*

Coordinate with Human Resources to ensure annual staff performance reviews are conducted.

Communicate with clients and public in a professional, courteous, patient and caring manner.

Establish and maintain effective working relationships within department, other departments, public agencies, private companies/vendors and the general public.

Marginal Functions:

Represent the District at various transportation-related committees and commissions.

Coordinate outreach efforts for program.

Establish and maintain good working relationships with personnel from other District departments.

Perform other duties as assigned.

### **Requirements:**

Have and maintain a safe driving record.

Current and valid California Commercial Class C driver's license with passenger endorsement.

Criminal record clearance, and excellent driving record as reported by California Department of Motor Vehicles.

Clean pre-employment drug and alcohol test.

CPR and First Aid certification.

Working knowledge of transport service area.

Participation in District's random drug and alcohol testing program.

Means of transportation.

### **Minimum Qualifications**

- **Education:** High School Diploma or equivalent required. Associate Arts degree preferred.
- **Experience:** Two years proven experience in driving disabled, elderly or behavioral health clients. Demonstrated skills in utilizing computer equipment and software, including but not limited to, such products as MS Office Suite and the Internet, including the ability to type. One year experience in dispatching, scheduling, and record keeping. Experience in customer relations. Office experience. Excellent typing/work processing skills; solid knowledge of computer word processing software; MS Word and Excel preferred; proficient in use of office machines; proficient in use of Internet/world wide web, social media software, email software; must have excellent written and verbal communication and phone skills.
- **Physical Conditions:** Essential and marginal functions require maintaining physical condition necessary for standing at least three (3) hours per day; sitting at least three (3) hours per day; lifting/carrying up to thirty (30) pounds; pushing/pulling up to fifty (50) pounds; and must be able to tolerate temperature changes.

- **Mental Conditions:** Essential and marginal functions require the candidate to be able to work under pressure while remaining safe and appropriate within practice, protocol or policy; able to work independently; able to communicate tactfully and effectively; able to utilize and communicate clearly over the provided communication devices and in accordance with all applicable laws; able to be sensitive to the needs of the elderly and disabled; able to perform emergency CPR and/or First Aid to clients; Ability to communicate tactfully and effectively both verbally and in writing; ability to work independently; ability to adjust and be flexible to changing conditions which may alter the direction of daily schedule; be extremely organized. Ability to deal with all clients in a caring and professional manner.

## Compensation & Benefits

\$18.00-\$25.00 per hour. 40 hours per week.

Work schedule Monday through Friday; 8:00 am-5:00 pm

## Attractive benefits package

- California Public Employees' Retirement System (CalPERS);
- Medical insurance plans offered through the CalPERS Health Program.
- Annual Accrual Rates: Leave accrual rates vary bi-weekly, based on years of service and weekly hours worked
- Holidays: The District observes 11 holidays per year.