

## **ANNE GRADY CORPORATION**

JOB CLASSIFICATION:                    Manager  
DEPARTMENT:                            Transportation Program (CTS)  
TITLE OF POSITION:                      Transportation Manager  
IMMEDIATE SUPERVISOR:               Associate Executive Director  
  
NORMAL WORKING  
HOURS AND SCHEDULE:                 As Assigned

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### **JOB DESCRIPTION AND WORKER CHARACTERISTICS**

**KNOWLEDGE, SKILLS, AND ABILITIES:** 1) Bachelor's Degree in related field required 2) Minimum one (1) year of experience working with individuals with DD; 3) Knowledge of ODOT, Medicaid, ODE, and PUCO rules and regulations, preferred not required; 4) Management experience required; 5) Knowledge of Anne Grady policies and procedures; 6) Experience with Grant writing; 7) Ability to motivate others; 8) Effective communication skills; 9) Ability to successfully complete CPR/First Aid and all other training requirements under HCBS waiver; 10) Ability to push, pull, bend, sit, stand, and stoop for extended periods of time; 11) Ability to regularly, intermittently, and spontaneously lift, transfer and reposition people served; 12) Ability to lift 50 pounds.

### **POSITION RESPONSIBILITIES**

1. Supervises Transportation staff throughout everyday activities and provides training and in-services as needed.
2. Assures completion of tasks necessary for the operation of the transportation program including: orienting and supervising individuals in the Transportation Program; carrying out individual programs as directed by the Interdisciplinary Team; maintaining quality/quantity of production/service as required by customer; implementing documentation in a timely manner.
3. Coordinates and develops the service delivery system necessary through the Individual Service Plan.
4. Completes UIR follow up with Vocational, Discovery, AGS, and Community representatives, the same day.
5. Ensures that Medicaid and applicable quality assurance standards are carried out and promotes a philosophy of active treatment, normalization and independence. Provides a clean, safe and healthy environment for clients using our transportation services.
6. Ensures attendance, when necessary (if teams relate to transportation or behavioral needs) for teams for individuals served in the Transportation Program.

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7. Assists with ensuring completion and accurate maintenance of the necessary certification for the Transportation Program; meeting all requirements for Medical and Non-Medical Transportation.
8. Ensures completion of staff scheduling.
9. Ensures staffing ratios are met in the event of a call off and/or emergency.
10. Reviews Transportation billing to ensure consistency and accuracy. Follow up on document findings.
11. Participates in management team and other assigned committees.
12. Opens/closes Trade building as directed.
13. Assists with policy review, revision and development.
14. Ensures adherence to all Plan of Correction mandates.
15. Maintains appropriate and timely communication and residential site, vocational site, team members, parents and guardian on a continuous basis.
16. Maintain relationships with existing clients and actively seek new clients and new lines of business both individual and corporate.
17. Ensures that people served are free from abuse and neglect to the extent possible and reports to a supervisor immediately knowledge of any situation that may infringe or may have infringed on an individual’s right to be free from abuse and neglect.
18. Exemplifies Corporation philosophy and follows all policies and procedures.
19. Performs related responsibilities, activities, and duties as required.
20. Transports individuals throughout the community as required and assures all required documentation is completed.
21. Maintains employee records such as timesheets, program documentation, ect.

List of positions supervise.  
If more than eight, list totals only.

Operations Manager

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Signature of Employee                                  Date

Form Pr-105  
Revised: 1/11/19

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Signature of Department Director          Date