

**TRANSPORTATION OFFICER
(BHC)**

DEFINITION

Under direction, to transport Mental Health patients to selected hospitals during and after normal working hours; to transport patients to scheduled clinic appointments; to transport patients to and from the Day Treatment programs for Mental Health and Alcohol/Drug Prevention Departments; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized class for the Health and Human Services Agency. Incumbents are responsible for the transportation of Mental Health and/or Alcohol/Drug Prevention clients to and from appointments and treatment programs.

REPORTS TO

Deputy Director of Behavior Health / HHS Director.

CLASSIFICATIONS DIRECTLY SUPERVISED

None

EXAMPLES OF ESSENTIAL DUTIES

- Transports Mental Health patients or Alcohol/Drug Prevention clients to and from Day Treatment programs, scheduled appointments, selected hospitals, treatment facilities and day care programs.
- Has responsibility for keeping records of travel time and mileage for submission to the appropriate department.
- May perform these services during or after normal working hours.

SKILLS, KNOWLEDGE AND ABILITIES:

Knowledge of:

- Basic knowledge of problems and emotions of Mental Health patients.
- Safe transport methods and procedures.
- Basic knowledge of admitting procedures for facilities.

Ability to:

- Maintain responsibility for the safe transport of patients/clients and their children.
- Use necessary equipment.

- Maintain composure in stressful situations
- Establish and maintain cooperative working relationships.

Skilled In:

- Review and insure proper completion of admitting documents.
- Evaluate situations accurately and make sound decisions regarding potential behavior problems.
- Maintain and update accurate records and travel logs

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; manual dexterity; corrected hearing and vision to normal range; verbal communication; above average driving skills.

TYPICAL WORKING CONDITIONS

Work is usually performed in an office, driving, and outdoor environments; sometimes work is in varying weather conditions; continuous contact with the public and staff.

MINIMUM EDUCATION, TRAINING AND EXPERIENCE

Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain the required knowledge and skills would be:

Some previous experience in working with Mental Health patients, Alcohol/Drug program clients or other clients seen by Health & Human Services Agency staff is highly desirable.

Completion of course work in sociology, psychology, social work, criminal justice or a closely related field is also highly desirable.

SPECIAL REQUIREMENTS

Possession of a valid CLASS "C" California driver's license issued by the Department of Motor Vehicles with a good driving record.

Ability to work unusual hours or shifts as dictated by transport requirements.