Transportation Coordinator

Peninsula Agency on Aging (PAA) is currently seeking an individual to serve as an Access Williamsburg Transportation Coordinator to perform technical work coordinating transportation services for older adults and individuals with disabilities, and related administrative work, as required, for the One-Call system in Greater Williamsburg area.

Introduction
Peninsula Agency on Aging has been providing services that have enabled seniors to live independently since 1974. Our mission is to support the independence and quality of life of Peninsula residents, primarily 60 years and over, by advocating, arranging, or providing vital human services.

Core Competencies
Our staff value and model empathy and compassion, reliability, ability, respect for all, and communicating with kindness.

Key Responsibilities
As a Transportation Coordinator, you will have the important task of responding to requests for transportation services and inquiries and coordinating scheduling of appointments. You will also perform preliminary screening to determine client eligibility, review and ensure daily schedules are directed to the appropriate transportation provider through the Access Williamsburg software, and maintain daily communication with the Access Williamsburg partners.

Essential Skills and Experience
We are looking for applicants who have education and/or experience equivalent to a high school diploma. Applicants should also possess excellent written and verbal communication skills; extensive experience in with Microsoft Office products, and the ability to manage sensitive and confidential information with integrity. Additional knowledge of the safe operation of passenger vehicles, the geographic area served, experience in transportation operations and/or transportation scheduling; and Virginia traffic laws is preferred.

Benefits
In addition to our highly accessible central location in Williamsburg, Peninsula Agency on Aging offers a competitive hourly rate, vacation and sick leave, agency paid life insurance, 403b plans, and an inclusive work environment that is flexible, friendly, positive, and rewarding.

Quasi-Full Time: M-F 8:00 am – 3:00 pm - Hourly Rate: $13.50 + benefits

Drug free workplace, Inclusive Workplace, Senior Friendly Workplace, AA/EOE
Individuals age 60+ and persons with disabilities encouraged to apply.
Please apply online at http://www.paainc.org and select “About Us” then “Employment Opportunities.”