

## **Case Manager/Transporter**

Case Manager/Transporter is responsible for transportation of residents from our facility to a wide range of scheduled appointments in order to meet children's needs.

Some of the duties of this role include: facilitating appointments, safe transport of children to such appointments, supervision of children, processing appointment paperwork, obtaining, distributing, and completing all required appointment documentation, communicating outcomes of appointments, etc. The individual must be able to effectively communicate with direct care staff, supervisors, caseworkers, clinicians, physicians and other professionals to coordinate and complete such services.

Company provides vehicle for use to transport.

### **Minimum Requirements:**

Must be at least 21 years old. Minimum high school diploma or GED required.

Must pass a criminal history background check

Must pass drug screen

Must have TB screen

Must possess a valid Texas driver's license

Must complete *The Diana Screen*®

Equal Opportunity Employer

### **Knowledge, skills and abilities:**

- One year childcare experience preferred.
- Excellent time management skills.
- Ability to multi-task and prioritize effectively.
- Must have a working knowledge of Microsoft Word, Excel, and Outlook.
- Administrative experience is helpful.
- Must be able to maintain schedules and meet deadlines.
- Self-starter.
- Strong customer service skills required.
- Flexibility with work hours preferred. Work shift is set scheduled days of 5 days on with two consecutive days off. Full time position.

Job Type: Full-time

Salary: From \$12.75 per hour