**TRANSPORTATION PROGRAM ASSISTANT**

~30-35 hours/week for a total of 1200 hours; total compensation of $19,546

The Transportation Program Assistant will help with the operation of the Children and Adults Rural Transportation Service (CARTS), a door-to-door non-emergency medical transportation program administered by the Healthcare Consortium that brings Columbia County residents to and from their healthcare appointments. With supervision, guidance, and support, the Program Assistant will be involved in the following aspects of the program’s operation including, but not limited to:

* customer service by phone
* trip scheduling and dispatch
* monitoring the vehicle maintenance program
* the collection, analysis, and reporting of program performance data

Occasionally, the Program Assistant may also be called upon to transport clients, so a valid driver’s license is also required.

During his/her/their tenure, the Program Assistant will also be engaged in a collaborative process with multiple public and private partners to develop the Columbia County Transportation Coordination Plan, as well as an internal process focused on business development. This position offers the opportunity to directly support service delivery to seniors and other vulnerable community members, while also providing an opportunity to get involved in group processes that plan for both the growth of the program and the larger transportation system of which it is a part.

The Program Assistant will work in-person in a large and pleasant office at 610 State Street in Hudson, NY, that is shared with the Program Director and the Program Coordinator.

**Applications for these Public Health Americorps positions must be made directly to the Rural Health Network of South Central NY** [**here**](https://secure.jotform.us/form/50266115261143)**.**